

***GUIDE TO DOING BUSINESS
WITH THE
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT***



**A MANUAL FOR U.S. BUSINESSES
INCLUDING
"U.S. SMALL BUSINESSES AND DISADVANTAGED ENTERPRISES"**



U.S. Agency for International Development

GUIDE TO DOING BUSINESS WITH THE AGENCY FOR INTERNATIONAL DEVELOPMENT

This book provides non-technical information on doing business with USAID. Potential contracting opportunities exist both for professional and technical services and for commodity exports. It also explains the procedures and requirements for doing business with the Agency. It is not intended as a substitute for legislation, regulations, administrative decisions, etc., which control the Agency's contracting and purchasing procedures. You may print a copy of the guide. For more information, you may telephone us at 202-712-1500; toll free 1-877-486-2046; or Email osdbu@usaid.gov

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U.S. Agency for International Development

FOREWORD

I am pleased to convey the Guide to Doing Business with the U.S. Agency for International Development: A manual for U.S. businesses including U.S. small businesses, small disadvantaged businesses, and women-owned small business (hereinafter referred to as U.S. small business). USAID believes that the U.S. small business has a critical role to play in its sustainable development activities. The unique skills and contacts that can be drawn from the U.S. private sector can prove vital in our development work throughout the world.

We have reinvented USAID to meet the development challenges of the Post-Cold War era. One of our most important objectives is to build an agency that is more accessible, "user-friendly," and that ensures a broad-based participation in its programs by diverse segments of the business community, including U.S. small businesses. We attach the highest priority to good relations and open communication with our contractors and grantees, and we hope that this Guide will help the entire and diverse business community to assume a more active role as our partners in sustainable development.

J. Brian Atwood
Administrator

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U.S. Agency for International Development

ACRONYMS and MEANINGS

ACRIS	AID Consultant Registry Information System
ADS	Automated Directive System
AFR	Africa
AIDAR	Agency for International Development Acquisition Regulation
ANE	Asia and the Near East
APS	Annual Program Statement
BAFO	Best and Final Offer
BHR	Bureau for Humanitarian Response
BOS	Business Opportunity Specialist
CBD	Commerce Business Daily
CDIE	Center for Development Information and Evaluation
CIP	Commodity Import Program
CTIS	Center for Trade and Investment Services
DEP	Disadvantaged Enterprise Program
EDI	Electronic Data Interchange
ENI	Europe and the New Independent States
ESF	Economic Support Funds
FAR	Federal Acquisition Regulation
FASA	Federal Acquisition Streamlining Act
FY	Fiscal Year
GAO	Government Accounting Office
GFR	Global Programs, Field Support and Research
GSBCA	General Services Board of Contract Approval
GTN	Global Technology Network
HBCUs	Historically Black College and Universities
HCC	Host Country Contract
IFB	Invitation for Bids
IQC	Indefinite Quantity Contract
LAC	Latin America and the Caribbean
MBDA	Minority Business Development Agency
NGO	Non-governmental Organization

NIS	Newly Independent States of the Former Soviet Union
NMS	New Management System
OIC	Office of Procurement's Internet Coordinator
OMB	Office of Management and Budget
OP	Office of Procurement
OSDBU/MRC	Office of Small and Disadvantaged Business Utilization/Minority Resource Center
PIB	Procurement Information Bulletin
PPC	Policy and Program Coordination
PVO	Private Voluntary Organization
RFA	Request for Applications
RFP	Request for Proposals
RFQ	Request for Quotations
SBA	Small Business Administration
SF	Standard Form
SO	Strategic Objective
USAID	United States Agency for International Development
WBCO	West Coast Business Outreach



U.S. Agency for International Development

I. UNDERSTANDING USAID'S MISSION AND ORGANIZATION

A. Who We Are

The U.S. Agency for International Development (USAID) is the independent Federal agency that manages U.S. foreign economic and humanitarian assistance programs around the world.

Unlike most U.S. government agencies, USAID's ultimate customers are outside our borders. They are the people in developing countries whose quality of life we work to improve as an integral part of America's foreign policy.

USAID's assistance to our overseas customers is delivered through a variety of development partners. Our partners include private businesses, private voluntary organization (PVOs), non-governmental organizations (NGOs), universities, community colleges, other U.S. government agencies, host country governments at all levels, multilateral organizations, professional and business associations, and other donors. Partners are also customers when they directly receive USAID's products and services that enable them to deliver effective services to our ultimate customers. The purpose of this guide is to assist our partners in doing business with us.

B. Reorganization

Shortly after taking office, USAID Administrator J. Brian Atwood volunteered USAID to serve as a "reinvention laboratory" in Vice President Gore's National Performance Review. Since its designation, the Administrator has put a sweeping series of reforms into place. USAID's rightsizing process resulted in the elimination of redundant and duplicative functions and activities. Supervisory layers have been reduced and the span of control has increased. Operations and organizations have been streamlined through regionalization and by combining program and support functions. By September 30, 1997, a total of 28 field missions were closed. Plans are now being drawn up for additional closings and for converting some missions to limited operations with smaller staffs.

USAID has developed a New Operations System which is less bureaucratic and more customer-focused. The new system reduces both the quantity of documentation required and the numerous levels of clearances through greater use of information technology and through restructuring the review and approval process. For example:

* The old system required 27 months to go from an idea to initiating implementation. Under the reengineered system, implementation begins in less than 12 months.

*The old system took nine to 12 months for contracting. The reengineered system makes it possible to reduce the time to two to five months for most contracts and grants.

*The old system used 11 disparate financial management systems and applications. The reengineered system includes a plan for a single integrated worldwide financial and information management system, the New Management System (NMS). The NMS is being implemented in USAID's 43 overseas missions with information transmitted electronically to the central database.

In formulating new processes for doing business, the Agency incorporated five core values throughout the processes of reengineering: customer focus, results orientation, empowerment/accountability, teamwork, and diversity.

C. USAID's Mission

The end of the Cold War brought a welcome and unique opportunity to redirect U.S. foreign assistance in line with our fundamental values and to better advance America's interests in a rapidly changing international environment.

Our mission is to contribute to U.S. national interests through the results it delivers by supporting the people of developing

and transitional countries in their efforts to achieve enduring economic and social progress and to participate more fully in resolving the problems of their countries and the world. USAID has defined its major functions and operations in terms of sustainable development; i.e., actions that lead to a lasting life of its people. Spending less than one-half of 1 percent of the federal budget, USAID works to achieve sustainable development through six interrelated Agency goals: 1) encouraging broad-based economic growth; 2) strengthening democracy and good; 3) building human capacity through education and training; 4) stabilizing population and protecting human health; 5) protecting the environment; and 6) saving lives and preventing disasters through humanitarian assistance.

Promoting sustainable development not only helps the people in developing nations, but also helps to create new markets for the United States. When USAID programs help improve standards of living in developing nations, they also help to create new customers for American goods and services. Indeed, most of the growth of our trade over the past 15 years has been with developing countries.

D. Strategic Framework

USAID's strategic framework is the hierarchy of the Agency's mission, goals, objectives, and program strategies. The framework is one of the tools we use to manage for results. It summarizes Agency policy and reflects the results being sought by missions and offices (operating units).

The components of the Agency's strategic framework are as follows:

- * **U.S. national interests** considered in identifying recipients of foreign assistance;
- * The **Agency MISSION** -- achieving enduring economic and social progress, USAID's unique contribution to those national interests;
- * The **Agency goals** -- the long-term changes in countries which contribute to the mission;
- * The **Agency objectives** -- significant development results that contribute to Agency goals in each sector;
- * The **Agency program approaches** -- the strategies and activities that operating units implement to achieve results which contribute to the Agency objectives.

The implementation of **Agency program approaches** is the primary source of opportunities to do business with USAID. Potential contracting opportunities exist both for professional and technical services and for commodity exports. Our program approaches are listed under each of the Agency objectives presented within the strategic framework charts which follow.

E. Key Funding Sources

At present there are various funding sources which support USAID's sustainable development mission. Key funding sources include:

1. Development Assistance (DA):

Programs funded from the DA account constitute USAID's primary management load--over 1500 active development activities worldwide. DA grants are used to provide assistance in a wide variety of technical areas including: agriculture, rural development, nutrition, voluntary family and population planning, health, child survival, education, human resource development, energy, science, technology, private sector development, democracy and governance, and counter narcotics programs. Depending on congressional or administration priorities, DA accounts vary from year to year -- from a single DA account to a DA account plus one or more other accounts; i.e., Child Survival and Diseases Program Fund, Population, the Development Fund for Africa.

2. Economic Support Fund (ESF):

ESF is used to address economic, structural, and development problems in countries of particular security and political interest to the United States. To the extent possible, activities funded by ESF conform to the basic policy directions underlying Development Assistance. While ESF is the largest and most flexible program funding source, Congress has decreased the funding level dramatically in recent years, and most funding is earmarked for Middle East Peace, especially Israel and Egypt, leaving limited funding available for promoting democracy and economic growth in Latin America, Asia and Africa.

3. P.L. 480 - Food Aid Programs:

The P.L. 480 food aid program is comprised of three titles. Each title has different objectives and provides agricultural assistance to countries at different levels of economic development. Title I is administered by the U.S. Department of Agriculture. Title II and Title III of the P.L. 480 program provide government to government sales of agricultural commodities and are administered by USAID.

Title II provides donations of U.S. agricultural commodities to meet humanitarian food needs in foreign countries in both emergency and non-emergency situations. The program is implemented overseas by private voluntary organizations and the United Nations World Food Program. It includes direct feeding and monetization programs to support child survival, the agricultural sector and community infrastructure through food-for-work programs. Non-emergency Title II resources also fund administrative support grants to U.S. private voluntary organizations and finance the Farmer-to-Farmer Program sending volunteers abroad to share American agricultural expertise.

Title III provides government-to-government grants, including the costs of purchasing, processing, handling and transporting the commodities. The donated commodities are sold on the domestic market, and revenue generated from the sale in the recipient countries is used to support economic development activities. A new Title III initiative planned for Africa will promote food security through expanded domestic agricultural production and improved agricultural policies.

4. Other Development Assistance:

Other smaller accounts provide funds for more specifically targeted program purposes such as **International Disaster Assistance (IDA)**. There are also special accounts to cover the administrative and subsidy costs of the two USAID credit programs -- the **Urban and Environmental Credit Program** (formerly the **Housing Guarantee Program**) and the **Micro and Small Enterprise Development Program**.

5. Support for Eastern Europe Democracy (SEED):

SEED funds are used for financing extraordinary economic assistance in selected developing countries such as in Central and Eastern Europe. SEED funds are used to support such key U.S. foreign policy objectives in the post-Cold War era as advancing democracy across Europe, building an expanded and open world economy, and erecting systems of regional security so that peace can be secured at lower cost to the U.S. and its allies.

6. Assistance for the Newly Independent States of the Former Soviet Union (NIS):

Established in FY 1993, funds from this account will be used to fund USAID's various assistance programs to help meet humanitarian needs and to support economic reforms and stability in the NIS.

F. The USAID Organization

USAID is comprised of various Washington, D.C.-based bureaus and field missions. These are outlined on the USAID organization chart on page 14. All program and management authorities flow from the USAID Administrator, and the authority to authorize, negotiate, and implement assistance goes from the Administrator to the headquarters-based regional bureaus, and from the bureaus to the field missions.

While policy and operational guidance is directed by USAID's Administrator in Washington, the headquarters-based regional bureaus and the overseas field missions have the independence to jointly identify a limited set of strategic objectives which must be clearly defined, developmentally sound, consistent with USAID objectives, and which must reflect regional and country priorities. In this partnership of formulating objectives, the field missions seek approval from headquarters-based regional bureaus for new activity ideas. Once new activities are initially agreed, further approval authority resides in the mission.

The division of responsibility between Washington and the field is based upon the nature of the specific function to be performed and upon certain factors such as the legislative and budgeting process. Whereas USAID's field missions are the primary link with recipient countries which receive assistance, overall policy guidance for the development of USAID's programs is established by the Administrator in Washington.

1. KEY USAID BUREAUS

Just as the development challenge varies from one country to another, so do the programs which are conceived by the various headquarters-based regional bureaus and field missions. The bureaus and missions which play critical roles in both

developing programs to respond to new development challenges and in performing the functions which are necessary to support the new strategic approaches of USAID are discussed below.

AFRICA	ASIA/ NEAR EAST	EUROPE	LATIN AMERICA/ CARIBBEAN	GLOBAL	HUMANITARIAN RESPONSE
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a. Africa:

USAID has taken a long-term perspective on Africa's development objectives to systematically address the root causes of its poverty and to lay the foundation for long-lasting improvements in average lives. The Agency uses investments in economic growth and social equity to achieve these long-lasting improvements by:

- * promoting broad-based economic growth with equity, through investments in small-holder agriculture and small enterprises and complementary investments in people through basic education;
- * stabilizing population growth and improving health conditions;
- * protecting the environment;
- * fostering democracy and participation in social and economic decision-making; and
- * providing emergency relief to help nations make the transitions from crisis to long-lasting development.

b. Asia and the Near East:

The ANE Bureau supports five key U.S. priorities: securing comprehensive peace in the Middle East; strengthening trade and technology links; combatting serious global issues affecting regional stability and economic development (e.g., rapid population growth, HIV/AIDS, and environmental degradation); strengthening governance and democratic participation; and reducing gender disparities in the region for greater development impact. Over half of the world's poor, more than 600 million people, live in the region. The region also has some of the most economically dynamic countries. The Bureau's mission reflects this dichotomy and aims to balance its program to help create a favorable climate for sustainable development and greater interdependence in the region.

c. Europe and the New Independent States (ENI):

U.S. assistance to Central and Eastern Europe supports key U.S. policy objectives in the post-Cold War era: to develop competitive, market-oriented economies in which the majority of economic resources are privately owned and managed; to help develop democratic political systems; to develop transparent and accountable governance; to empower indigenous civic and economic organizations that ensure broad-based participation in political life; and, to provide assistance toward redefining public and private sector roles in the management of humanitarian, health, and related social services fundamental to a stable transition.

d. Latin American and the Caribbean (LAC):

USAID's programs focus on country-specific and regional activities within the framework of the following strategic objectives: encouraging the adoption of and continued adherence to outward-oriented economic policies that promote investment, productive employment and diversification of the economic base; encouraging private sector development; encouraging accelerated opportunities for increased participation in the economy by the disadvantaged; and, encouraging the preservation and sustainable use of natural resources.

e. Global (GFR):

The Bureau for Global Programs, Field Support and Research (GFR) is the repository of technical expertise for the Agency as a whole. GFR is principally a service bureau whose primary function is to provide technical advice and support to USAID's Regional Bureaus, Field Missions, Policy and Program Coordination (PPC) Bureau, and to other operational offices. The Bureau draws on a knowledge of the most recent advances in the technical fields related to development and shares that knowledge throughout the Agency.

GFR is organized around five centers of excellence that address the Agency's major strategic objectives (Center for Democracy & Governance; Center for Economic Growth; Center for the Environment; Center for Population, Health & Nutrition; Center for Human Capacity Development). Key cross-cutting objectives, such as the development of women, are also emphasized. The Bureau sponsors research in areas relevant to overall USAID goals and objectives to address global problems and promote sustainable development abroad. The research agenda and research funding priorities for this Bureau and USAID as a whole are regularly reviewed by USAID's Research Council, which is chaired by the Deputy Administrator.

f. Humanitarian Response (BHR)

USAID's humanitarian assistance goal is "lives saved, suffering reduced and development potential reinforced." BHR has five operational units which collaborate to support this goal: American Schools and Hospitals Abroad, Private Voluntary Cooperation, Food for Peace, Foreign Disaster Assistance and Transition Initiatives.



II. ACQUISITION AND ASSISTANCE INSTRUMENTS

USAID utilizes various acquisition and assistance instruments to implement its activities. Contracts, grants, cooperative agreements and purchase orders are some of the instruments which are negotiated and signed worldwide by USAID. These instruments provide a variety of commodities and technical assistance to support the attainment of the Agency's objectives.

It is important to note the distinction between assistance and acquisition, for procurement purposes. **Acquisition** refers to obtaining goods and services, through various types of contracts, for the use or benefit of the Agency. Acquisition is governed by the Federal Acquisition Regulations (FAR), the USAID Acquisition Regulations (AIDAR) and the USAID Automated Directive System (ADS). **Assistance** refers to transferring funds (or other valuables) from USAID to another party for the implementation of programs which will contribute to the public good through the furtherance of the objectives of the Foreign Assistance Act. Assistance is governed by USAID Regulation 26 (22 CFR 226) OMB Circulars and the ADS.

At present, the Office of Procurement performs services as follows:

- ▶ Provides direct contracting and grant services for Washington and overseas offices;
- ▶ Provides Washington contact with U.S. commodity suppliers and foreign embassies;
- ▶ Provides direct contracting for ocean freight services as well as aircraft in support of the Office of Foreign Disaster Assistance;
- ▶ Establishes provisional and final overhead rates for organizations under USAID's cognizance.

Only warranted Contracting/Agreement Officers in Washington and overseas have the authority to sign procurement and assistance instruments.

A. Acquisition Activities

1. Obtaining the Services of an Individual

Services of an individual fall within two categories -- personal services and non-personal services.

a. Personal Services: are those which, because of the nature of the services require an employer/employee relationship.

b. Non-Personal Services: are those services which are performed independently based upon a scope of work that requires an end product or service. These services can be obtained by contract or, more commonly, by purchase order. Purchase orders may be awarded for amounts of \$100,000 or less.

2. Obtaining Services of Firms, Universities and Non-Profits

To obtain the services of firms, universities and non-profits through contracts the Government requirement must generally be advertised, negotiated and awarded through full and open competition procedures. The sequence of some of the key steps involved in the contracting process is described below:

- ▶ **Step 1:** 8 (a) and Small Business Set-Aside applicability is determined by the Contracting Officer in consultation with Office of Small and Disadvantaged Business Utilization;
- ▶ **Step 2:** The requirement is advertised in the Commerce Business Daily (CBD) and posted on the USAID Internet Site at least 15 days prior to the issuance of the Request for Proposals (RFPs);
- ▶ **Step 3:** The RFP is issued in hardcopy, if requested, or through the internet site with proposals due at the designated location not less than 30 days later;
- ▶ **Step 4:** Technical proposals are evaluated by a Technical Review Committee while cost proposals are evaluated by the Contracting Officer;
- ▶ **Step 5:** Based upon the combined technical and cost evaluations, the Contracting Officer determines a competitive range which includes all those offers with reasonable expectation of winning the contract; (be advised that award may be made upon initial proposals, in which case go to Step 8b);
- ▶ **Step 6:** Negotiations are conducted with all those included in the competitive range; negotiations may include technical and/or cost considerations;

- ▶ **Step 7:** Best and Final Offers (BAFOs) are requested at the conclusion of negotiations; offerors may revise technical and cost elements of their proposals;
- ▶ **Step 8:** a)The BAFOs are evaluated and b)award is made to the offeror providing the greatest value to the Government, cost and technical factors considered.

3. Indefinite Quantity Contracts (IQCs) - Task Order Contracts

The Agency has awarded several IQC/Task Order Contracts to provide services quickly. Most contracts are awarded by USAID/Washington with orders generated from Washington as well as overseas. They cover many functional categories including but not limited to the following: health, education, governance and management. Some features of the contracts are:

- ▶ they are awarded competitively (see #2 above);
- ▶ the Agency is committed to a minimum payment under each contract;
- ▶ each contract establishes a maximum to be supplied by the contractor;
- ▶ the Agency cannot specify individuals that will be provided under the order;
- ▶ orders are normally processed within 3 weeks.

4. Simplified Acquisition

The term "Simplified Acquisition" is the state of the art term for small purchases. As a result of the implementation of the Federal Acquisition Streamlining Act (FASA) of 1994, various changes to the simplified acquisition process are now in effect. All acquisitions exceeding \$2,500 and not exceeding \$100,000 (the current simplified acquisition threshold) are reserved for small business concerns.

▶ Micro-purchases

Micro-purchases are those defined as purchases at the \$2,500 micro-purchase threshold or less. These purchases do not require competitive quotes to be submitted. Prompt payment discounts will be accepted and are encouraged.

▶ Purchases Exceeding the Micro-purchase Threshold

Competition must be obtained unless a sole source justification has been approved. Competition is deemed to have occurred when three sources have been solicited. Both written and oral solicitations are acceptable. Award is usually made on a best value basis where price or price and other factors are considered.

Pursuant to Federal Acquisition Regulations (FAR) 5.101, contract actions expected to exceed \$10,000, but not expected to exceed \$25,000, are displayed on the USAID Business and Procurement website (<http://www.info.usaid.gov>) under the heading **Download Available USAID Small Purchases Opportunities**. These proposed procurement actions are listed on the website in lieu of being posted on an announcement board in the Ronald Reagan Building.

5. Commodity Procurement

▶ Commodity Import Program (CIP)

USAID provides grant assistance in the form of a Commodity Import Program (CIP). These grants finance the procurement of a wide variety of basic commodities needed in the host country economy. To participate in a CIP, suppliers submit bids in response to competitive tenders issued by foreign importers. Resulting transactions then occur directly between American suppliers and foreign importers.

▶ Project Commodities

USAID provides funding to finance the procurement of commodities. These commodities are purchased in support of various USAID country specific objectives.

▶ Advertising Commodity Requirements

CIP and project commodity procurement requirements are advertised in the Procurement Information Bulletin (PIB). The PIB is an USAID publication that lists Agency commodity requirements and is distributed on a weekly basis to interested vendors. The commodities are then purchased under competitive procedures as a result of the advertisements. Sample copies of the PIB and a Mailing List Application are attached to this Guide as Annex D.

6. Title XII Set-aside

Title XII of the Foreign Assistance Act (FAA) permits other than full and open competition when contracting with U.S. land-grant universities for agriculture-related activities.

7. Competition Exceptions

While most acquisitions are conducted under full and open competition procedures, there are times when "other than full and open competition" procedures may be appropriate. The following seven circumstances (found in Federal Acquisition Regulation, Part 6),

if justified, may allow for other than full and open contracting procedures to be conducted.

▶ **Sole Source**

When there is only one source deemed capable of filling the requirement;

▶ **Unusual and Compelling Urgency**

The requirement is so urgent that a delay in the award would cause serious injury to the U.S. Government;

▶ **Industrial Mobilization, Research or Engineering Capability**

Used in certain cases where industrial mobilization, engineering development, or research capability is required;

▶ **International Agreement**

To be used when the terms of an international agreement or treaty require contracting through other than full and open competition;

▶ **Authorized or Required by Statute**

Such as Federal Prison Industries, the 8 (a) program, blind-made products, Government printing and binding and the Robert T. Stafford Disaster Relief and Emergency Assistance Act;

▶ **National Security**

To be used when disclosure of the Government's needs would compromise the national security (e.g., would violate security requirements);

▶ **Public Interest**

To be used when none of the other authorities listed above apply. Requires determination by the Administrator and 30 days advance notice to Congress.

In addition to the above exceptions to full and open competition, USAID acquisition regulations (AIDAR) provide further circumstances that allow for other than full and open competition procedures to be utilized. The AIDAR authorizes other than full and open competition when to not do so would impair or otherwise have an adverse effect on programs conducted for the purpose of foreign aid, relief, and rehabilitation. The authority may be used for the following circumstances:

▶ **Personal Services**: which are to be exclusively performed overseas or if otherwise authorized by law;

▶ **Contracts for \$250,000 or less**: which are procured by an overseas USAID Mission;

▶ **When a judgement is made by the cognizant Assistant Administrator or the Administrator**: that compliance with full and open competition procedures would impair the objectives of the Foreign Assistance Act;

▶ **Disaster Assistance**: to support disaster assistance efforts under certain circumstances. (Applies to the Office of Foreign Disaster Assistance, only.)

▶ **Follow-On Contract Modification**: an award for the continued provision of highly specialized services when award to another resource would result in substantial additional costs to the government or would result in unacceptable delays.

B. Assistance Activities

1. Grants

With a grant USAID agrees to fund, in whole or in part, the program of a non-governmental organization (NGO), university or institution that will contribute to the public purpose. Responsibility for achieving program objectives rests with the recipient.

2. Cooperative Agreements

A Cooperative Agreement is administered in the same manner as a grant with the one difference being that of substantial involvement by USAID. Substantial involvement may include such matters as:

a. Approval of annual workplans;

b. Designation of key positions and approval of key personnel;

c. USAID approval of monitoring and evaluation plans, and USAID involvement in monitoring progress toward the achievement of program objectives during the course of the cooperative agreement.

It should be noted that these are areas of involvement, not control. Also, while for-profit firms are eligible for grants and cooperative agreements, it is USAID's policy not to pay a fee or profit under such assistance instruments.

3. Competition Requirements

It is USAID policy to compete all grants and cooperative agreements. Competition is defined as being met when the requirement has been announced and award was made following an impartial review and evaluation of all applications received. USAID shall

announce its assistance requirements by publishing an Annual Program Statement (APS) or a Request for Applications (RFA). APS' and RFAs shall be posted on the USAID Internet Site except when a program is specifically designed only to be available for local (indigenous) organizations in which case announcement in local publications, Mission Bulletin Boards or other means shall substitute for announcement on the internet.

Competition is not required for the following categories of assistance awards:

- a.** amendments to existing assistance awards;
 - b.** follow-on awards intended to continue or further develop an existing assistance relationship;
 - c.** awards based on unsolicited applications, provided that the Strategic Objective/Results Package team or the head of the Operating Unit certifies that the proposals were not solicited by USAID; that they are unique, innovative, or proprietary; and that they represent appropriate use of USAID funds to support or stimulate a public purpose;
 - d.** awards for which one recipient is considered to have predominant capability based on experience, specialized facilities or technical competence, or an existing relationship with the cooperating country or beneficiaries; and
 - e.** situations which the cognizant Assistant Administrator, or the Office Director who reports directly to the Administrator, deem to be critical to the objectives of the foreign assistance program.
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III. SOCIO-ECONOMIC PROGRAMS

A. 8(a) SET-ASIDES

Section 8(a) of the Small Business Act permits certain small minority-owned firms to obtain government contracts without competition or through competition limited only to 8(a) firms.

Some important points to note are:

- ▶ An 8(a) contract is one between USAID and SBA, wherein the 8(a) firm is a subcontractor to SBA;
- ▶ 8(a) Certifications are awarded by the SBA only, in accordance with SBA rules and regulations;
- ▶ 8(a) firms also qualify as disadvantaged enterprises, but the reverse is not necessarily true.

1. 8(a) Contracts Under \$3 Million

- ▶ Specific 8(a) subcontractors are usually identified by USAID. USAID then requests approval from SBA to enter into sole source negotiation with the identified firm. Once negotiations are completed, USAID provides SBA with contract documents for signature by SBA and the subcontractor;
- ▶ A contract under \$3 million may be set aside for a single 8(a) firm. Alternatively, USAID may request SBA approval to compete the contract among a limited number of 8(a) firms selected by USAID.

2. 8(a) Contracts Over \$3 Million

- ▶ 8(a) contracts which equal or exceed \$3 million must be awarded on the basis of competition between eligible 8(a) firms; see FAR 19.805(b) for exceptions to this policy.

B. SMALL BUSINESS SET-ASIDE CONTRACTS

In addition to the 8 (a) program described above, the U.S. Government has a program for small business set-asides.

- ▶ Unlike the 8 (a) program, a small business set-aside is an openly competitive process among all qualified small business firms.
- ▶ Unlike the 8 (a) program, contracts awarded under small business set-asides are direct contracts with firms and not contracts with SBA.
- ▶ USAID/Washington contracts that are equal to or less than the Simplified Acquisition threshold of \$100,000, are automatically set-aside for small business, unless the Contracting Officer determines there is not a reasonable chance of obtaining competitive offers from two or more responsible small business concerns [See FAR 19.502-2(a)].

C. DISADVANTAGED ENTERPRISE PROGRAM

The Disadvantaged Enterprise Program (DEP), commonly known as the Gray Amendment, has not been included in USAID's appropriations legislation since Fiscal Year 1995. Nevertheless, the DEP principles continue to be one of USAID's priorities, and the continued participation of disadvantaged enterprises in all aspects of agency programs is of critical importance. Although legislation has not authorized or required that a specific percentage of awards be made under the DEP, USAID is still required to report annually to the Small Business Administration on the level of contracting with these entities (socially and economically disadvantaged businesses, including women-owned businesses; historically Black colleges and universities; colleges/universities with more than 40% enrollment of Hispanic American students; and, minority-controlled private and voluntary organizations).

1. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU's)

In accordance with Executive Orders 12928 and 12876 dated September 16, 1994, and November 1, 1993, respectively, USAID establishes annual goals of not less than 5 percent for the award of grants, contracts, or cooperative agreements to HBCU's and strives aggressively to fulfill those goals. In addition, the annual goals are amounts above the actual awards to HBCU's in the prior fiscal year.

The purpose of the HBCU programs is to achieve the goals of the executive orders. Any new HBCU initiatives that are limited to

HBCUs will be reviewed by the Department of Justice on a case-by-case basis in order to assure that those new initiatives comply with the Adarand decision. The Department of Justice's review does not affect competitive award programs which HBCU's participate in, or the award of grants or cooperative agreements to HBCU's as a result of unsolicited proposals.

2. COLLEGES AND UNIVERSITIES HAVING A STUDENT BODY OF MORE THAN 40% HISPANIC AMERICANS

Like HBCU's, programs for colleges and universities having a student body of more than 40% Hispanic Americans are governed by Executive Order 12928. USAID is required to establish participation goals of not less than 5 percent for such colleges and universities. New agency programs for such colleges and universities are treated similarly to HBCU's including submission of such programs to the Department of Justice for their review.

3. WOMEN-OWNED SMALL BUSINESSES

The Federal Acquisition Streamlining Act (FASA) of 1994 established a U. S. Government-wide goal of 5% of **all** Federal procurement for women-owned small businesses. USAID and other federal agencies contribute to this annual U.S. Government-wide 5% goal through both prime contract awards and subcontracting to women-owned small businesses.

4. PRIVATE VOLUNTARY ORGANIZATIONS CONTROLLED BY SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS

A minority-controlled private and voluntary organization (PVO) is one in which more than 50% of its Board of Directors is comprised either of Black Americans, Hispanic Americans, Native Americans, or of "socially and economically disadvantaged" individuals as defined earlier. USAID continues to encourage the utilization of minority-controlled PVOs in USAID-financed development assistance activities, in keeping with the Congress's original intent to involve these enterprises more in USAID programs. USAID's Office of Private and Voluntary Cooperation in the Bureau for Humanitarian Response registers U.S. PVOs that wish to partner with USAID in promoting development assistance throughout the world. PVOs registered with USAID are eligible to compete for grants through its programs for matching grants, child survival grants, cooperative development and farmer-to-farmer program grants, development education, and the ocean freight reimbursement program.



IV. SUBCONTRACTING

For the most part, USAID publishes in the Commerce Business Daily both intended procurements and awards of procurements. Publishing this information is required by the Federal Acquisition Regulations (FAR), and it allows U.S. small businesses to identify business opportunities and potential joint venture and subcontracting partners.

The FAR requires that prime contracts exceeding \$500,000 (\$1M for construction of public facility) have a Small Business Subcontracting plan, if the Contracting Officer has determined the procurement has components that can be subcontracted, and if the awardee is other than a small business.

FAR 19.704 and FAR 52.219-9 require the Small Business Subcontracting Plan to express subcontracting goals in terms of both percentages and dollars for small businesses, for small disadvantaged businesses, and for women-owned small businesses. The Plan is also required to identify the contractor's employee who will administer the Subcontracting Plan, with detail of his/her duties; the procedures the contractor will employ to afford a fair and equitable opportunity for subcontracting for small businesses, for small disadvantaged businesses, and for women-owned small businesses; the assurance that records will be maintained for review by the contracting agency and the U.S. Small Business Administration (SBA); and, the assurance that FAR-required subcontracting reports will be submitted to the contracting agency.

The subcontracting reports are used by both the contracting agency and the Federal Procurement Data Center to measure the contractor's achievement of the subcontracting goals expressed in the Small Business Subcontracting Plan.

A prime contractor's performance in implementing a Small Business Subcontracting Plan and in achieving goals expressed therein are part of "past performance" evaluations that are considered for future awards.



V. HOST COUNTRY CONTRACTS

USAID finances contracts between less developed countries and contractors. These "Host Country Contracts" (HCCs) are not subject to the Federal Acquisition Regulations (FAR) or to USAID's Acquisition Regulations (AIDAR) but are subject to the requirements of USAID Country Contracting Guidebook and ADS 305.

Before Host Country Contract procedures can be used to undertake a procurement exceeding \$250,000 in value, the Mission Director must make a determination in writing that the host country contracting agency has or will obtain the capability to undertake the procurement. Host Country Contracts must contain a limited number of clauses required by U.S. Government statute or regulation.

Host Country Contracts include payment provisions, but because USAID is not a party, the contract alone cannot commit USAID to pay the contractor. The payment obligation is established by USAID when the Mission Controller issues a Letter of Commitment.

Host country contractors are unable to file protest of awards under provisions of the FAR or other regulations. The competition procedure normally provides for competition on technical merits only. The "short listing" of the top ranked firms is based on the results of a technical evaluation. Negotiation of cost is then conducted with the top ranked firm only. If agreement cannot be reached, negotiations with that firm are discontinued and negotiations begin with the next highest ranked firm.



U.S. Agency for International Development

VI. UNSOLICITED PROPOSALS

USAID encourages the submission of unsolicited proposals which contribute new ideas consistent with and contributing to the accomplishment of the Agency's objectives. However, the requirements for contractor resources are normally quite program specific and must be responsive to host country needs. Further, USAID's specific objectives are usually designed in collaboration with the cooperating country. These factors can limit both the need for, and USAID's ability to use unsolicited proposals. Therefore, prospective offerors are encouraged to contact USAID to determine the Agency's technical and geographical requirements as related to the offeror's interests before preparing and submitting a formal unsolicited proposal.

USAID's basic policies and procedures regarding unsolicited proposals for contracts are those established in FAR 15.5 and AIDAR 715.5. USAID's policies regarding unsolicited proposals for grants and cooperative agreements are set forth in ADS 303.5.



U.S. Agency for International Development

VII. PAYMENT PROCEDURES

USAID direct contracts, grants and cooperative agreements include specific payment terms and the commitment of USAID to make direct payments to the contractor or supplier.

Host Country Contracts and Commodity Import Programs (CIP) do not include USAID as a party to the procurement, and therefore cannot establish USAID's commitment to pay the U.S. contractor or supplier.



U.S. Agency for International Development

VIII. USAID KEY RESOURCES AND NEW TOOLS

In meeting the challenges of development and in order to engage broad-based participation among diverse segments of the business community, USAID employs a variety of resources and tools to accomplish these goals. Among the key resources and new tools being utilized by USAID are:

- ▶ **OSDBU/MRC:** The Office of Small and Disadvantaged Business Utilization and Minority Resource Center -- the Agency's advocate for small and disadvantaged enterprises;
- ▶ **The Global Technology Network:** The Global Technology Network--the Agency's focal point for information collection and dissemination on Agency's programs and activities;
- ▶ **Internet:** Electronic resource for accessing USAID information;
- ▶ **Electronic Commerce:** A system which integrates Electronic Data Interchange, E-Mail, Bulletin Boards, Electronic Funds Transfer, and Internal Automated Systems;
- ▶ **USAID Handbooks on CD-ROM:** A CD-ROM compact disc containing the complete USAID document and database.

These resources and tools are described below.

A. THE OSDBU/MRC RESOURCE FOR ENSURING THE PARTICIPATION OF SMALL AND DISADVANTAGED ENTITIES

USAID's Office of Small and Disadvantaged Business Utilization/Minority Resource Center (OSDBU/MRC) coordinates the Agency's procurement set-aside programs and the Disadvantaged Enterprise Program. In accordance with governing legislation (Public Laws 95-507 and 100-656), OSDBU/MRC is the initial point of contact at USAID for U.S. businesses, particularly small, disadvantaged enterprises (including women-owned firms), seeking to increase their participation in USAID-sponsored procurements.

The primary concern of the Office, as required by law, is to help its constituency participate fully in USAID-financed development assistance activities. OSDBU/MRC is an information clearinghouse and offers in-depth counseling on the Agency's programs, contracting and subcontracting opportunities, and marketing and operational strategies for conducting business with the Agency.

Within USAID, OSDBU/MRC is the advocate for U.S. Small businesses and Disadvantaged Enterprises/ Gray Amendment organizations, (including women-owned businesses). As their advocate, the OSDBU/MRC ensures that its constituent firms receive equal opportunity and appropriate consideration in USAID-financed procurement of goods and services.

OSDBU/MRC undertakes the following initiatives to serve its constituency:

▶ **OSDBU/MRC Manages the Vendor Database (formerly ACRIS):**

The Vendor Database is an automated database maintained by OSDBU/MRC to assist U.S. small businesses, disadvantaged enterprises market their capabilities to the Agency. While inclusion in the Vendor Database is voluntary, it is highly recommended for those firms that have the capabilities to provide technical assistant services which are in demand by the Agency.

Vendor Database contains profiles of U.S. businesses, organizations, institutions, and other constituent entities. OSDBU/MRC utilizes the Vendor Database in order to develop source lists for use by USAID Washington and Field Missions in determining whether a U.S. small business, a disadvantaged enterprise or Gray Amendment, or an 8(a) set-aside is appropriate for a particular procurement. Constituent entities desiring to be considered for registration in the Vendor Database should submit their qualifications to OSDBU/MRC for review. Once OSDBU/MRC has determined that the entity has the expertise and capabilities needed by USAID, the Vendor Database registration forms will be provided. While registration in the Vendor Database is not required to be considered for Agency contracting opportunities, this database is used by OSDBU/MRC to help identify potential sources.

▶ **OSDBU/MRC Provides Business Services and Information:**

- ▶ Serves as an information clearinghouse for U.S. businesses, organizations, and institutions interested in participating in USAID's financed development assistance activities;
- ▶ Counsels U.S. businesses, organizations, and institutions on how to do business with USAID;

- ▶ Participates in annual **outreach conferences** in selected cities throughout the U.S. for the OSDBU/MRC's constituency of U.S. small businesses and disadvantaged enterprises (including women-owned businesses);
- ▶ Participates in conferences, workshops, and seminars sponsored by businesses, professional and trade associations, and other private and public organizations to identify and establish development partners;
- ▶ Publishes informational materials and provides relevant and current information on USAID world-wide development activities;
- ▶ Provides USAID missions information on corporate qualifications of U.S. small businesses and disadvantaged enterprises (including women owned firms);
- ▶ Cooperates with the U.S. Small Business Administration (SBA), the U.S. Department of Commerce's Minority Business Development Agency (MBDA) and other federal agencies to promote and enhance the participation of disadvantaged enterprises in development assistance activities.
- ▶ **Subcontracting Monitoring System:**
OSDBU/MRC manages a subcontracting monitoring system which tracks the subcontract awards to its constituency from various funds drawn upon by the Agency. To ensure that USAID meets its statutory mandate to provide subcontracting opportunities for small and small disadvantaged businesses, applicable contracts are screened and monitored to ensure compliance.

B. THE GLOBAL TECHNOLOGY NETWORK

The Global Technology Network (GTN) provides a central point of contact at the U.S. Agency for International Development for the U.S. business community and a vital link with USAID and the developing countries it serves. GTN's staff of international trade specialists are available by telephone and appointment to assist U.S. companies exploring business opportunities in Latin America and the Caribbean, Sub-Saharan Africa, New Independent States of the Former Soviet Union, Central and Eastern Europe, and Asia and the Near East. GTN assists firms to tap into the extensive information resources of USAID and other U.S. Government and multilateral sources to keep U.S. firms current on commercial developments in USAID-assisted countries. GTN provides its clients with counseling on positioning themselves to take advantage of USAID business opportunities; and disseminates current market data, notices on promotional events, and other relevant business intelligence.

GTN collects and disseminates trade leads and information about business opportunities in USAID priority sectors. GTN focuses on identifying targeted international business opportunities in environmental, agricultural, health and population, and communication and information technologies. Opportunities are identified by the USAID field missions and a network of participating in-country public and private sector representatives. The technology opportunities and trade leads are electronically matched with U.S. firms registered in GTN's sector databases. Trade lead information is then faxed to appropriate U.S. companies.

Global Technology Sectors

▶ **Environmental Technology**

GTN covers 484 different sub-sectors within the environment, including pollution control, treatment, and disposal: and clean technologies. GTN currently manages two regionally focused networks in the Americas and Asia. The Environmental Technology Network for the Americas and Environmental Technology Network for Asia facilitates the transfer of U.S. environmental technologies to address concerns in India, Indonesia Philippines, Sri Lanka, Thailand, and other parts of Asia and in Bolivia, Brazil, Ecuador, Mexico Paraguay, Peru, Argentina, Chile, Costa Rica, and other parts of Latin America.

▶ **Agricultural Technology**

GTN captures business opportunities within several basic areas: agricultural systems development supports improved agricultural practices; production codes address agricultural inputs; processing and post harvest management includes storage, packaging, marketing, distribution, quality control, and infrastructure development.

▶ **Health & Population Technology**

GTN developed 70 sub-sectors covering basic areas in the health and population field to strategically identify and track business opportunities involving health care centers; health education, economics, management, and service delivery; medical supplies and equipment; and pharmaceuticals.

▶ **Communication & Information Technology**

GTN tracks a broad range of activities such as computer technology, education and training; and telecommunications infrastructure.

For more information or to register for the databases, please contact:

U.S. Agency for International Development
Global Technology Network (G/EGAD/BD)
1300 Pennsylvania Avenue, N.W.
Washington, D.C 20523

Telephone: (800)872-4348
FAX: (202)216-3526
Internet: www.usgtn.org
E-mail: usgtn@usaid.gov

C. USAID PROCUREMENT INFORMATION ON THE INTERNET

If you have a computer and a modem you can access the worldwide network known as the "Internet" and retrieve information concerning USAID procurement including Commerce Business Daily announcements, official notices, annual procurement plans, and ongoing USAID procurement reform. Solicitation documents including Requests for Proposals (RFPs), Requests for Applications (RFAs), and Invitations for Bid (IFBs) are also published on the internet.

How to find USAID Procurement Information via the Internet

In an effort to communicate more effectively and interact with the our business community, USAID is currently using Internet technologies to leverage our business and procurement information. Currently, USAID maintains a Business and Procurement website located on USAID's homepage (<http://www.info.usaid.gov>). This dynamic site allows organizations that are interested in doing business with USAID to browse as well as download solicitation documents and learn more about the Agency's business information resources such as the Office of Small and Disadvantaged Business Utilization (OSDBU) and the The Global Technology Network (GTN). Additionally, such information as the annual publication of procurement awards can be found in our "Yellow Book" and Common Forms for USAID Solicitations.

The following are examples of posted procurement documents that can be found on the website:

1. CBD Announcements including:

- ▶ Requests for Proposals(RFP), Invitation for Bids (IFB), Requests for Application (RFA), and amendments thereto.
- ▶ Award Notices
- ▶ Notices of Sources Sought
- ▶ Expressions of Interest

2. Procurement Information Bulletins (PIBs)

3. Ocean Transportation Tenders

For further information regarding USAID Solicitations on the Internet, please read the Contract Information Bulletin 97-4 found under the Business and Procurement section of the USAID website or contact the Office of Procurement's Internet coordinator (OIC) at "OP_Internet_Coordinator@usaid.gov".

D. ELECTRONIC COMMERCE

Electronic Commerce (EC) permits business functions to be carried out in electronic form, rather than relying on paper. It integrates EDI (Electronic Data Interchange), E-Mail, Bulletin Boards, electronic Funds Transfer, and internal automated systems.

Vice President Gore has challenged each Federal Government agency to "make government work better and cost less" by streamlining procurement through electronic commerce (EC). To meet this challenge, USAID is implementing an EC acquisition strategy that parallels the government-wide effort. Using EC to reform the acquisition process has significant benefits for the government and industry--lower prices, reduced costs, and improved business practices. The major theme for the government-wide EC effort is to provide a "single face to industry", which will entail:

- ▶ One interface for a supplier to register to do business;
- ▶ A standard minimum set of electronic acquisition transactions;
- ▶ A standard set of guidelines defining data to be used in electronic transaction exchanges;
- ▶ A standard agreement for use with all trading partners;
- ▶ A single method of providing RFQs (Requests for Quotations) to trading partners and allowing access to all Federal Government RFQs through one entry point using VANS (Value-Added Networks);
- ▶ A standard VAN agreement and certification testing. Instead of sending and receiving procurement documentation directly, USAID will use a VAN to communicate business transactions to its trading partners.

E. USAID's Handbook Series On CD-ROM

USAID's Center for Development Information and Evaluation (CDIE), in conjunction with the Management Bureau, is distributing

CD-DIS. This is a CD-ROM (compact) disc containing the complete USAID Document and Project Database, the full text of the USAID Handbook Series, and USAID reports and publications, including the Agency's Congressional Presentation and over 100 project evaluations. The databases identify over 8,000 projects initiated since 1974 and 70,000 associated project and technical reports. The disc also includes the Agency's entire handbook series in Word Perfect format and the electronic telephone directory.

All that is required is an IBM-compatible PC with a minimum of 640k RAM, and a CD-ROM reader with Microsoft extensions to DOS version 2.0 or later.

CD-DIS will be updated semi-annually. Every release of the disc will include the entire updated USAID Handbook and CDIE's Project and Document databases. The additional space on each disc will be used to disseminate other USAID supported development information resources of wide interest, including databases, catalogs, and the full text of selected USAID documents. Single subscriptions to CD-DIS will be available free of charge to USAID offices and missions, and to qualifying host country institutions in USAID supported countries. Other organizations (contractors, universities, PVO's, etc.) will be charged for the disc at the rate of US \$55 per disc, or agencies may receive the disc on an exchange-of-information basis.



IX. FREQUENTLY ASKED QUESTIONS

A. QUESTION: How can USAID's OSDBU help my firm?

A. ANSWER: One of the first stops in various Federal agencies for many small business owners seeking USAID contracts is the Office of Small and Disadvantaged Business Utilization (OSDBU/MRC). USAID's OSDBU/MRC has the responsibility for making sure Federal goals for using small, Disadvantaged Enterprises are met in the Agency. OSDBU/MRC personnel counsel and assist firms in their efforts to market goods or services to the Agency. They also review Agency contracts to make sure Disadvantaged Enterprises are used whenever possible. But, as many OSDBU/MRC directors warn, the OSDBU/MRC is only a tool; it's up to small businesses to make it work for them.

B. QUESTION: How does the OSDBU/MRC make AID Regional Bureaus and Field Missions aware of OSDBU/MRC constituency firms?

B. ANSWER: USAID's OSDBU/MRC draws upon the Vendor Database (formerly ACRIS) to advise the Bureaus and Missions of qualified OSDBU/MRC constituency firms. Vendor Database is an automated system maintained by OSDBU/MRC that 1) assists U.S. small businesses and disadvantaged enterprises in marketing their capabilities to the Agency, and 2) assists A.I.D. project and program offices in identifying sources to fill requirements. Currently, Vendor Database lists more than 1,000 registrants. Their referral to requiring offices is based on information supplied on their registration forms.

C. QUESTION: What general advice does the OSDBU/MRC office give firms to help them develop business?

C. ANSWER:

1. Stay in contact with the procurement office and with the Office of Small and Disadvantaged Business Utilization within each agency that may have a need for your products and services.
2. 8(a) Program participants are encouraged to request marketing-assistance information from their Business Opportunity Specialist (BOS) in their local SBA district office.
3. Check the Commerce Business Daily (CBD) and the Agency web site for procurement opportunities. The CBD is published by the Department of Commerce and is for sale through the superintendent of documents at the U.S. Government Printing Office.
4. Contact procurement officers in the private sector (especially prime contractors) and in local, state and federal government offices. Make an appointment to meet with them to let them know about your products and services.

D. QUESTION: What is the 8(a) Program?

D. ANSWER: The 8(a) Business Development Program provides Federal Government contracts and other assistance to small businesses owned by socially and economically disadvantaged individuals. Under 8(a) Program authority, SBA enters into contracts with other Federal agencies to supply goods and services, and subcontracts the actual performance of the work to 8(a) Program participants.

To participate in the 8(a) Program, a small business must be at least 51 percent unconditionally owned, controlled and managed by either:

- ▶ An individual(s) who is a socially and economically disadvantaged citizen of the United States; or
- ▶ An economically disadvantaged Indian tribe, including an Alaskan Native Corporation or an economically disadvantaged native Hawaiian organization.

Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. In the absence of evidence to the contrary, the following individuals are presumed to be socially disadvantaged: Black Americans, Hispanic Americans, Asian Pacific Americans, Asian Indian Americans, Subcontinent Asian Americans and Native Americans. Individuals who are not members of the above named groups may establish their social disadvantage on the basis of clear and convincing evidence.

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise

system has been impaired due to diminished capital and credit opportunities.

Program applicants must also demonstrate that they have the potential to succeed in the 8(a) Program, including demonstrated managerial or technical expertise and adequate financial resources.

The program term for 8(a) participants is nine years, beginning on the date of 8(a) Program certification. This term is divided into two stages: a four-year developmental stage, and a five-year transitional stage. A variety of program benefits are available during both stages.

Certification for participation in the 8(a) Program is not a guarantee of contract awards. SBA can only pledge its best efforts to support the business development of participant firms.

E. QUESTION: What is a small business and its certification process?

E. ANSWER: A business concern generally is considered small if it is independently owned and operated, is not dominant in its field of operation and can further qualify under the criteria set forth in the SBA Small Business Size Standards Regulation set forth in Title 13, Part 121 of the Code of Federal Regulations. In making a detailed definition, SBA may use these criteria, among others: number of employees, annual receipts, affiliates or other applicable factors. In submitting a bid or proposal on a Government procurement, a concern which meets the criteria in the Regulation may represent or self-certify that it is a small business for the particular procurement involved. Under Federal Acquisition Regulations (FAR) the specific size criterion for a procurement must be stated in the solicitation. For information on specific industry classifications (manufacturing, construction, services, transportation, refined petroleum products, and research, development and testing) and refinements of the general definition of a "Small Business", contact the nearest SBA regional office.

F. QUESTION: Commerce Business Daily - What is it, how is it used, and how do I get it?

F. ANSWER: The Commerce Business Daily (CBD) is a publication that is printed and issued each Government business day. It is a daily list of U.S. Government invitations for bids (IFB), requests for proposals (RFP), contract awards, subcontracting leads, sales of surplus property and foreign business opportunities.

Since the FAR requires the publication of a CBD synopsis 15 days prior to issuing a solicitation, small and small disadvantaged businesses can review the CBD for prime contract and subcontracting opportunities. The CBD synopsis includes the name and address of a contact in the agency processing the acquisition. Only Monday's issuance contains a published list of the numbered notes referenced in each synopsis.

For further information contact the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402-9325. If you want to review a CBD, almost all libraries maintain copies on file and many Government procurement agencies maintain copies on file in their Small Business Offices.

G. QUESTION: How can the USAID OSDBU/MRC help my firm to identify prime contractors who may be interested in subcontracting?

G. ANSWER: The USAID OSDBU/MRC staff stands ready to provide one-on-one counseling to its constituency of Disadvantaged Enterprises to assist them in formulating their strategies to identify subcontracting opportunities and potential prime contractor targets. Toward this aim, the OSDBU/MRC maintains a comprehensive data base of awards which have gone to Disadvantaged Enterprises in each fiscal year and an associated list of those awards which entailed subcontracting to Disadvantaged Enterprises.

H. QUESTION: What is an IFB, an RFP, and an RFQ?

H. ANSWER: There are two ways Federal purchasing agents throughout the country buy what the Government needs. They are:

1. Sealed Bid - Invitation for Bids; and
2. Buying by Negotiation - Request for Proposals or Request for Quotations.

Invitation for Bids - IFB. When advertising for bids, a purchasing agency sends an Invitation for Bids (IFB) to firms that have been placed on its bidders list and anyone who requests one. IFBs may be listed in the **Commerce Business Daily** and posted at Federal installations as well. The IFB includes instructions and specifications for preparing bids. Typically, they will include:

- ▶ **A description of specifications for the product or service to be bought.** Under no circumstances should a bidder substitute something he or she thinks might be just as good. Unless the company's product can match the exact requirements of the specifications, the bid will be considered non-responsive.

- ▶ **Delivery schedule and packaging/shipping requirements.** These requirements must be met exactly as stated. Sometimes there are special conditions attached on a supplementary sheet. Study all conditions carefully and make sure you can meet all of the requirements.
- ▶ **Payment schedule and terms.** This is extremely important. All costs to the bidder should be computed very carefully.
- ▶ **Standard contract provisions and clauses,** such as those relating to default, changes, and disputes. These are binding to the contractor and should be understood clearly.
- ▶ **Deadline for submitting bids.** The deadline is strictly adhered to. The Government may disqualify any bids received after the deadline.
- ▶ **Date and time of bid opening.** Bids are opened in public at the agency purchasing office for sealed bidding, but not in negotiated procurement.
- ▶ **Contract Award.** When the bids are opened, the bidder quoting the lowest price wins the contract if the bid is responsive and if the bidder is qualified as a **responsible** firm.

When sealed bids are not suitable or possible, the Government may buy what it needs through negotiation. Such instances are prescribed by law and applicable regulations. Examples are:

1. When adequate specifications of a product or service are not possible to draft;
2. When the product or service is experimental, developmental, or of a research nature;
3. Small purchases which are made through the negotiation process. Purchases under \$100,000 are "set-aside" for small businesses if more than one small firm having adequate capabilities is able to bid on the requirement with reasonable price quotations.

REQUEST FOR PROPOSALS (RFP). In buying by negotiation, a purchasing agency sends a Request for Proposals (RFP) to anyone who requests one. RFPs may be listed in the **Commerce Business Daily**, the internet web site, and/or posted at Federal installations as well. Like an IFB, the RFP describes the products or services desired, the delivery time and other terms of the contract. As with the IFB solicitation process, there is a strict deadline for submitting a response to the RFP.

Proposals submitted must respond to the requirements of the RFP and normally require the offeror's price, descriptions of the offeror's product or service, resources to be used in performing the work, applicable capabilities of the offeror's firms and the contract terms acceptable to the offeror. After reviewing all of the proposals received, the contracting agency's purchasing officers conduct negotiations with those offerors whose offer falls within a competitive range. The process of negotiations allows the agency to analyze, question, explore and bargain with respect to costs, performance, delivery time and methods of payment. The Government, however, generally reserves the right to award a contract on the basis of initial proposals received, without negotiation; therefore, a small business firm should not rely on an opportunity to change price or terms during negotiations.

CONTRACT AWARD. The contract award is decided through evaluations and negotiations after proposals have been received and reviewed. Award is made to the offeror whose final offer represents the best value to the Government. It is not required that the recipient of the award have the lowest price. Evaluation factors, if other than price, must be listed in the solicitation.

REQUEST FOR QUOTATIONS (RFQ). The Request for Quotations, Standard Form 18 (SF-18), is designed for use in obtaining price, delivery, and related information from suppliers. This form is available for use by all agencies, and is normally used to submit written quotations for small purchases, but it may also be used for large purchases. A quotation is not an offer; consequently, it cannot be accepted by the Government to form a binding contract. Therefore, issuance by the Government of an order for supplies or services in response to a supplier's quotation does not establish a contract. The order is an offer by the Government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract comes into being when the supplier accepts the offer by performance of the work.

I. QUESTION: How do I find out about small purchase opportunities and procedures?

I. ANSWER: Simplified Acquisition Procedures are spelled out in the Federal Acquisition Regulations (FAR), Part 13. Generally speaking, simplified acquisitions are a method that the Government uses to acquire supplies, equipment and services up to a value of \$100,000. Purchases are made after seeking informal oral or written quotations generally from one to three vendors, depending on the dollar value of the required supplies or services. Small Purchases estimated to be less than \$25,000 are not advertised in the **Commerce Business Daily**. USAID's OSDBU/MRC staff stands ready to provide one-on-one counselling to interested Disadvantaged Enterprises to assist them in developing strategies for systematically identifying simplified acquisition opportunities.

J. QUESTION: Besides the OSDBU/MRC Minority Resource Library, what other resources can the OSDBU/MRC staff direct it's constituency to in order to assist them collecting relevant information about Agency programs and contracting opportunities?

J. ANSWER: USAID OSDBU/MRC's staff are experts on identifying and accessing Agency-wide programmatic and contractual information to assist it's constituency. On a one-on-one counseling basis, the staff can direct firms to the specific information of relevance to the needs of each individual firm. One example of the way in which the OSDBU/MRC staff might assist it's client

firms is to refer them to other data sources within the Agency. If, for instance, a particular client may be interested in knowing about the Agency's activities in promoting trade and investment, the OSDBU/MRC might refer the client firm to the Center For Trade and Investment Services (CTIS) which was established in order to:

K. QUESTION: What outreach programs does the USAID OSDBU/MRC utilize to inform its constituency throughout the United States?

K. ANSWER: The OSDBU/MRC currently utilizes **USAID's West Coast Business Outreach Program (WCBO)** in Los Angeles to inform its West Coast constituency of USAID business opportunities. Through the WCBO, information is provided to firms in California, Oregon, and Washington. In order to reach an even broader base of constituent firms, the OSDBU/MRC is in the process of negotiating with the U.S. Department of Commerce's Minority Business Development Agency (MBDA) to utilize its Chicago based **MEGA CENTER** to distribute information on behalf of USAID OSDBU/MRC about Agency programs and business opportunities.

L. QUESTION: What happens if USAID funds are transferred to another Federal Government Agency, are there still opportunities for the OSDBU/MRC to participate in any contracting opportunities which may be associated with such funds?

L. ANSWER: The OSDBU/MRC is developing a system to track all such funds and to alert its constituency of contracting opportunities which may be associated with such funding.

M. QUESTION: What is the procedure to protest size and other protests to the Contracting Officer?

M. ANSWER: Size Protest: Any offeror or other interested party (other than a large business) may protest the small business representation of a bidder or offeror on a small business set aside contract. In order to affect a specific solicitation, a protest must be timely. Protests must also have specificity to be valid; simple allegations that another firm is not small are insufficient to constitute a protest. Some factual grounds for the allegations must be included.

Other Than Size Protests: Contracting officers will consider all protests or objections to the award of a contract, whether submitted before or after award. If a protest is oral and the matter cannot be resolved, written confirmation of the protest will be requested. The protestor will be notified in writing of the final decision of the written protest.

N. REQUEST: Explain a protest to GAO (General Accounting Office).

N. ANSWER: Any interested party may file a protest with GAO. Usually protests are filed by disappointed bidders or offerors or by potential bidders or offerors. GAO, however, will also consider protests filed by others who have some legitimate interest in the particular action.

A GAO bid protest is initiated by filing a written protest with GAO's Office of General Counsel. A copy of the protest must be provided to the official designated in the solicitation or the contracting officer in lieu of such designation. GAO then requests a report on the matter from the procuring agency. When the agency report is received a copy is provided to the protestor who is given the opportunity to comment. Other parties may also be provided with copies of the protest and the agency report for comment. In some cases an informal conference may be held in which the protestor and others are afforded an opportunity to present their views directly to GAO attorneys responsible for the case. GAO then considers the facts and issues raised by the protest and issues a decision in the name of the Comptroller General. A copy of the decision is sent to the protestor, to interested parties, and to any agency involved. The agency normally takes action in accordance with the decision.

Processing time from date of receipt of the protest to date of decision usually takes approximately 60 to 90 working days, depending on urgency and complexity. Contract awards or performance is normally suspended during this time period. Protests concerning solicitations, such as on restrictive specifications, must be filed prior to bid opening or the deadline for receipt of proposals.

O. QUESTION: Is there an alternate way to resolve a difference other than the protest forum?

O. ANSWER: Yes, alternate dispute resolution may be used and in fact is encouraged prior to lodging the more formal, costly and time consuming protest to either GAO or GSBICA. For further details, contact the Procurement Ombudsman within the Office of Procurement.



U.S. Agency for International Development

USAID Mission Directory

(As of September 1997)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [P](#) | [R](#) | [S](#) | [T](#) | [U](#) | [W](#) | [Z](#)

Africa, East

REDSO/EA
USAID/Nairobi
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APO AE 09831-4102
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Fax: 254-2-749590

Africa, Southern

Regional Center S. Africa
USAID/RCSA
Department of State
Washington, D.C. 20521-2170
Tel: 267-324-449
Fax: 267-324-404

Africa, West & Central

REDSO/WA
USAID/Abidjan
Department of State
Washington, D.C. 20521-2010
Tel: 225-41-45-28
Fax: 225-413-544

Albania

American Embassy/Tirana
PSC 59, Box 100 (A)
Unit # 25420
APO AE 09624
Tel: 355-42-30551
Fax: 355-42-35600

Angola

USAID/LUANDA
Department of State
Washington, D.C. 20521-2550
Tel: 244-2-339-540
Fax: 244-2-399-489

Armenia

USAID/Yerevan
Department of State
Washington, D.C. 20521-7020

Tel: 3742-151-955
Fax: 3742-151-131

Azerbaijan USAID/Baku
Department of State
Washington, D.C. 20521-7050
Tel: 8922-960-469
Fax: N/A

Bangladesh
USAID/Dhaka
Department of State
Washington, D.C. 20521-6120
Tel: 880-2-884-700
Fax: 880-2-883-648

Belarus
USAID/Minsk
Department of State
Washington, D.C. 20521-7010
Tel: 0172-34-65-61
Fax: N/A

Benin
USAID/Cotonou
Department of State
Washington, D.C. 20520-2120
Tel: 229-30-05-00
Fax: 229-30-12-60

Bolivia
American Embassy/USAID
Unit # 3914
APO AA 34032
Tel: 591-2-786-544
Fax: 591-2-786-654

Bosnia
USAID/Bosnia-Herzegovnia
Department of State
Washington, D.C. 20521-7130
Tel: 387-71-667-900
Fax: 387-71-657-892

Brazil
American Embassy/Brasilia
Unit 3500 U.S.A.I.D.
APO AA 34030
Tel: 55-61-225-8607
Fax: 55-61-225-9136

Bulgaria
(Office/Name), USAID
c/o American Embassy/Sofia

Department of State
Washington, D.C. 20521-5740
Tel: 359-2-951-56-37
Fax: 359-2-951-50-70

Burundi

USAID/Bujumbura
Department of State
Washington, D.C. 20521-2100
Tel: 257-225-591
Fax: 257-222-986

Cambodia

American Embassy/USAID
Box P
APO AP 96546
Tel: 855-23-427-640
Fax: 855-23-427-638

Central America (ROCAP)

ROCAP
American Embassy/Guatemala
Unit # 3324
APO AA 34024
Tel: 502-332-0202
Fax: 502-331-1151

Colombia

American Embassy
USAID 5101
APO AA 34038
Tel: 57-1-315-2134
Fax: 571-315-2209

Croatia

American Embassy/USAID
Unit # 1345
APO AE 19213-1330
Tel: 385-1-427-755
Fax: 385-1-424-413

Czech Republic

(Office/Name)/USAID
American Embassy Prague
Department of State
Washington, D.C. 20521-5630
Tel: 420-2-5732-0663
Fax: 420-2-5732-0267

Dominican Republic

USAID/Santo Domingo
Unit # 5541
APO AA 34041-5541
Tel: 809-221-1100
Fax: 809-221-0444

Ecuador

USAID/Quito
Unit 5330
APO AA 34039-3420
Tel: 593-2-232100
Fax: 593-256-1228

Egypt

USAID/Cairo
Unit # 64902
APO AE 09839-4902
Tel: 20-2-355-7371
Fax: 20-2-356-2932

El Salvador

USAID/San Salvador
Unit # 3110
APO AA 34023
Tel: 503-2-98-1666
Fax: 503-2-98-0885

Eritrea

USAID/Asmara
Department of State
Washington, D.C. 20521-7170
Tel: 291-1-12-05-19
Fax: 291-1-12-30-93

Ethiopia

USAID/Addis Ababa
Department of State
Washington, D.C. 20521-2030
Tel: 251-1-510-088
Fax: 251-1-510-043

Europe/NIS Regional Center

REXO
Unit # 25402
APO AE 09213-5270
Tel: 36-1-302-6300
Fax: 36-1-302-0581

France

OECD/AID
PSC 116
APO AE 09777
Tel: 33-1-4524-7434
Fax: 33-1-4524-7489

Georgia

USAID/Tbilisi
Department of State
Washington, D.C. 20521-3180
Tel: 8832-93-2916

Fax: 995-8832-0010133

Ghana

USAID/Accra
Department of State
Washington, D.C. 20521-2020
Tel: 233-21-231938
Fax: 233-21-231937

Guatemala (Bilateral)

USAID/Guatemala
Unit # 3323
APO AA 34024
Tel: 502-332-0202
Fax: 502-331-1151

Guinea

USAID/Conakry
Department of State
Washington, D.C. 20521-2110
Tel: 224-41-21-63
Fax: 224-41-19-85

Guinea-Bissau

USAID/Bissau
Department of State
Washington, D.C. 20521-2080
Tel: 245-20-1809
Fax: 245-20-1808

Guyana

USAID/GEORGETOWN
Department of State
Washington, D.C. 20521-3170
Tel: 592-2-57315
Fax: 592-2-57316

Haiti

USAID/Port- Au-Prince
Department of State
Washington, D.C. 20521-3400
Tel: 509-22-55-00
Fax: 509-239-603

Honduras

USAID/Tegucigalpa
Unit # 2927
APO AA 34022
Tel: 504-36-9320
Fax: 504-36-7776

Hungary

USAID/Hungary
Unit # 25402

APO AE 90213-5270
Tel: 36-1-302-6400
Fax: 36-1-302-0693

India

USAID/New Delhi
Department of State
Washington, D.C. 20521-9000
Tel: 91-11-686-5301
Fax: 91-11-686-8594

Indonesia

American Embassy/USAID
Box # 4
APO AP 96520
Tel: 62-21-360-360
Fax: 62-21-3806694

Italy

Office of Dev. Affairs
American Embassy/Rome/FODAG
PSC # 59, Box 39
APO AE 09624
Tel: 39-6-46741
Fax: 39-6-488-2672

Jamaica

USAID/Kingston
Department of State
Washington, D.C. 20521-3210
Tel: 876-926-3645
Fax: 876-929-9944

Jordan

USAID/Amman
Unit # 70206
APO AE 09892-0206
Tel: 962-6-592-0101
Fax: 962-6-592-0143

Kazakhstan USAID/Almaty

Department of State
Washington, D.C. 20521-7030
Tel: 7-3272-63-5448
Fax: 7-3272-69-6490

Kenya (Bilateral)

USAID/Nairobi
Unit # 64102
APO AE 09831-4102
Tel: 254-2-751-613
Fax: 254-2-749-590

Kyrgyzstan

USAID/Bishek
Department of State
Washington, D.C. 20521-7040
Tel: 7-3312-21-06-63
Fax: 7-3312-21-34-00

Latvia

American Embassy/Riga
PSC 78 Box Riga
APO AE 09723
Tel: 371- 783-0068
Fax: 371- 783-0067

Lebanon

USAID/Beirut
Unit #
APO AP 96521
TEL: 961-1-407-115
FAX: 961-1-407-112

Liberia

USAID/MONROVIA
Department of State
Washington, D.C. 20521-8800
Tel: 231-226-370
Fax: 231-226-148

Lithuania

American Embassy
Helsinki (Box V)
APO AE 09723
Tel: 370-2-221-666
Fax: 370-2-222-954

Macedonia

USAID/Macedonia
Skopje for USAID
Washington, D.C. 20521-7120
Tel: 389-91-117-211
Fax: 389-91-118-105

Madagascar

USAID/Antananarivo
Department of State
Washington, D.C. 20521-2040
Tel: 261-2-254-89
Fax: 261-2- 348-83

Malawi

USAID/Lilongwe
Department of State
Washington, D.C. 20521-2280
Tel: 265-782-455
Fax: 265-783-181

Mali

USAID/Bamako
Department of State
Washington, D.C. 20521-2050
Tel: 223-22-36-02
Fax: 223-22-39-33

Mexico

USAID/Mexico D.F.
Department of State
Washington, D.C. 20521-8700
Tel: 52-5-211-0042
Fax: 52-5-207-7558

Moldova

American Embassy, Moldova
Department of State
Washington, D.C. 20521-7080
Tel: 0422-23-37-72
Fax: N/A

Mongolia

USAID/Ulaanbaatar
PSC 461 Box 300
FPO AP 96521-0002
Tel: 976-1-312-390
Fax: 976-1-310-440

Morocco

American Embassy-USAID
PSC 74, Box 022
APO AE 09718-5000
Tel: 212-776-2265
Fax: 212-770-7930

Mozambique

USAID/Maputo
Department of State
Washington, D.C. 20521-2330
Tel: 258-1-49-07-26
Fax: 258-1-49-20-98

Namibia

USAID/Namibia
Department of State
Washington, D.C. 20523-2540
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Fax: 264-61-227-006

Nepal

USAID/Kathmandu
Department of State
Washington, D.C. 20521-6190
Tel: 977-1-272424
Fax: 977-1-272357

Nicaragua

American Embassy, USAID/Managua
Unit # 2712, Box 9
APO AA 34021
Tel: 505-2-670502
Fax: 505-2-783828

Niger

USAID/Niamey
Department of State
Washington, D.C. 20521-2420
Tel: 227-733-508
Fax: 227-723-918

Nigeria

USAID/Lagos
Department of State
Washington, D.C. 20521-8300
Tel: 234-1-614-412
Fax: 234-1-614-698

Panama

USAID/Panama City
Unit # 0949
APO AA 34002
Tel: 507-2-636-011
Fax: 507-2-64-0104

Paraguay

USAID/Asuncion
Unit #
APO AE 34036
Tel: 595-21-213-727
Fax: 595-21-213-732

Peru

American Embassy, USAID/Lima
Unit #3760
APO AA 34031
Tel: 51-14-33-3200
Fax: 51-14-33-7034

Philippines

USAID/Manila
FPO AP 96515
Tel: 632-522-4411
Fax: 632-521-4811

Poland

USAID/American Embassy/Warsaw
Department of State
Washington, D.C. 20521-5010
Tel: 48-22-621-0334

Fax: 48-22- 628-7468

Romania

(Office/Name), USAID
c/o American Embassy Bucharest
Unit #1315
APO AE 09213-1315
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Fax: 401-312-0508

Russia

American Embassy/USAID/Moscow
PSC 77
APO AE 09721
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Fax: 7-095-956-7093

Rwanda

USAID/Kigali
Department of State
Washington, D.C. 20521-2210
Tel: 250-73251
Fax: 250-73950

Senegal

USAID/Dakar
Department of State
Washington, D.C. 20521-2130
Tel: 221-236-489
Fax: 221-232-965

Slovakia

USAID Slovakia
American Embassy/Vienna/Brat
Unit #29737
APO AE 09222
Tel: 421-7-533-0667
Fax: 421-7-533-4711

Somolia

USAID/Mogadishu
Department of State
Washington, D.C. 20521-2360
Tel: 254-2-751-613
Fax: 254-2-749-701

South Africa, Republic of

USAID/Pretoria
Department of State
Washington, D.C. 20521-9300
Tel: 27-12-323-8869
Fax: 27-12-323-6443

Sri Lanka

USAID/Colombo
Department of State
Washington, D.C. 20521-6100
Tel: 94-1-574333
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Sudan

C/O REDSO/EA
USAID/Nairobi
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Tajikistan

USAID/Dushanbe
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Washington, D.C. 20521-7090
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Fax: 7-3772-51-00-49

Tanzania

USAID/Dar es Salaam
Department of State
Washington, D.C. 20521-2140
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Fax: 255-51-116559

Turkmenistan

USAID/Ashgabad
Department of State
Washington, D.C. 20521-6360
Tel: 7-3272-63-36-69
Fax: 7-885-215-1131

Uganda

USAID/Kampala
Department of State
Washington, D.C. 20521-2190
Tel: 256-41-235-879
Fax: 256-41-233-417

Ukraine

USAID/Kiev
Department of State
Washington, D.C. 20521-5850
Tel: 380-44-462-5678
Fax: 380-44-462-5834

Uzbekistan

USAID/Tashkent
Department of State
Washington, D.C. 20521-7110
Tel: 7-3712-33-84-78
Fax: 7-3712-89-13-09

West Bank/Gaza

USAID/West Bank/Gaza
American Consulate Jerusalem
Unit #7228
APO AE 09830
Tel: 972-2-253-288
Fax: 972-2-259-484

Zambia

USAID/Lusaka
Department of State
Washington, D.C. 20521-2310
Tel: 260-1-254-303
Fax: 260-1-254-532

Zimbabwe

USAID/Harare
Department of State
Washington, D.C. 20521-2180
Tel: 263-4-720-757
Fax: 263-4-722-418



MISSION CLOSINGS

The following missions have closed as of September 30, 1997.

Fiscal Year 1994:

Afghanistan
Cote d' Ivoire
South Pacific Regional
Togo
Zaire

Fiscal Year 1995:

Argentina
Botswana
Burkina Faso
Cameroon
Chad
Lesotho
Pakistan
Thailand
Tunisia
Uruguay

Fiscal Year 1996:

Belize
Cape Verde
Caribbean Regional
Chile
Costa Rica
Estonia
The Gambia
Oman
Swaziland
Thailand, Regional Mission
Yemen

Fiscal Year 1997:

Czech Republic
Slovenia



OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION DIRECTORY (OSDBU)

The Offices of Small and Disadvantaged Business Utilization (OSDBUs) offer small business information on procurement opportunities, guidance on procurement procedures, and identification of both prime and subcontracting opportunities.

MAJOR FEDERAL EXECUTIVE PROCUREMENT AGENCIES

AGRICULTURE DEPARTMENT

14th & Independence Ave., SW
1323 South Building
Washington, DC 20250-9400
Director: Sharron Harris
Voice: (202) 720-7117 Fax: (202) 720-3001
Internet eMail: sharron.harris@usda.gov
USDA's web site: <http://www.usda.gov>

AIR FORCE DEPARTMENT

The Pentagon-Rm. 5E271
Washington, DC 20330-1060
Director: Anthony J. DeLuca
Voice: (703) 697-1950 Fax: (703) 614-9266
Internet eMail: afsb3@af.pentagon.mil
Air Force's web site: <http://www.safsb.hq.af.mil/>

ARMY DEPARTMENT

The Pentagon-Rm. 2A712
Washington, DC 20310-0106
Director: Tracey L. Pinson
Voice: (703) 697-7753 Fax: (703) 693-3898
Internet eMail: PINSOTL@HQDA.ARMY.MIL
Army's web site: <http://www.acq.osd.mil/sadbu>

COMMERCE DEPARTMENT

14th & Constitution Ave., NW, Rm. H6411
Washington, DC 20230
Director: Michael A. Keane
Voice: (202) 482-1472 Fax: (202) 482-0501
Internet eMail: MKeane1@doc.gov
Commerce's web site: <http://www.osec.doc.gov/osdbu>

DEFENSE DEPARTMENT

The Pentagon-Rm. 2A340
Washington, DC 20301-3061
Director: Robert L. Neal Jr.
Voice: (703) 614-1151 Fax: (703) 693-7014
Internet eMail: nealrl@acq.osd.mil
DoD's web site: <http://www.acq.osd.mil.sadbu>

DEFENSE LOGISTICS AGENCY

8725 John J. Kingman Road
Attn: DDAS Suite 2533
Ft. Belvoir, VA 22060-6221
Director: Lloyd C. Alderman
Voice: (703) 767-1650 Fax: (703) 767-1670
Internet eMail: lloyd.alderman@ccgw1.hq.dla.mil
DLA's Small Business Web Page - Coming soon

EDUCATION DEPARTMENT

600 Independence Ave., SW
Rm. 3120 (FOB#3)
Washington, DC 20202-0521
Director: Viola Sanchez
Voice: (202) 708-9820 Fax: (202) 401-6477
Internet eMail: - Coming Soon
Education's web site: <http://www.ed.gov>

ENERGY DEPARTMENT

1000 Independence, Ave., SW, R45-058
Washington, DC 20585
Director: Ms. Corlis Moody
Voice: (202) 586-8383 Fax: (202) 586-3075
Internet eMail: Corlis.Moody@hq.doe.gov
Energy's web site: <http://www.hr.doe.gov/ed/index.html>

ENVIRONMENTAL PROTECTION AGENCY

401 M Street, SW, Code A 1230-C
Washington, DC 20460
Director: Jeanette Brown
Voice: (202) 564-4100 Fax: (202) 501-0756
Internet eMail: brown.jeanette@epamail.epa.gov
EPA's web site: <http://www.epa.gov/oam/>

GENERAL SERVICES ADMINISTRATION

18th & F Street, NW, Rm. 517D
Washington, DC 20405
Director: Dietra L. Ford
Voice: (202) 501-1021 Fax: (202) 208-5938
Internet eMail: dietra.ford@gsa.gov
GSA's web site: <http://www.gsa.gov/>

HEALTH & HUMAN SERVICES DEPT

200 Independence Ave., SW, Rm. 517D
Washington, DC 20201
Director: Verl Zanders
Voice: (202) 690-7300 Fax: (202) 690-8772
Internet eMail: vzanders@os.dhhs.gov
HHS's web site: <http://www.os.dhhs.gov/>

HOUSING & URBAN DEVELOPMENT DEPT

451 7th Street, SW, Rm. 3130
Washington, DC 20410
Director: Joseph Piljay
Voice: (202) 708-1428 Fax: (202) 708-7642
Internet eMail: Joseph_M._Piljay@hud.gov
HUD's web site: <http://www.hud.gov>

INTERIOR DEPARTMENT

1849 C Street, NW, Rm. 2727
Washington, DC 20240
Director: Ralph Rausch
Voice: (202) 208-3493 Fax: (202) 208-5048
Internet eMail: ralph_rausch@ios.doi.gov
Interior's web site: <http://www.ns.ios.doi.gov/osdbu/index.html>

JUSTICE DEPARTMENT

1331 Pennsylvania Ave., NW
Rm. 1010 National Place (The Shops)
Washington, DC 20530
Director: Ken Bryan
Voice: (202) 616-0521 Fax: (202) 616-1717
Internet eMail: bryanken@justice.usdoj.gov
Justice's web site: <http://www.usdoj.gov/jmd/osdbu>

LABOR DEPARTMENT

200 Constitution Ave, NW, Rm. C2318
Washington, DC 20210
Director: June M. Robinson
Voice: (202) 219-9148 Fax: (202) 219-9167
Internet eMail: JRobinson@dol.gov
Labor's web site: <http://www.dol.gov/dol/osbp>

NATIONAL AERONAUTICS & SPACE ADMINISTRATION

300 E Street, SW, Rm. 9k70, Code K
Washington, DC 20546
Director: Ralph C. Thomas, III
Voice: (202) 358-2088 Fax: (202) 358-3261
Internet eMail: rthomas@mail.hq.nasa.gov
NASA's web site: <http://www.hq.nasa.gov/office/codek>

NAVY DEPARTMENT

2211 Jefferson Advise HWY
Crystal Plaza Building 5, Rm. 120
Arlington, VA 22244-5102
Director: Don Hathaway
Voice: (703) 602-2467 Fax: (703) 602-2477
Internet eMail: sadbu@hq.secnav.navy.mil
Navy's Small Business Web Page - Coming Soon

STATE DEPARTMENT

SDBU - Rm. 633 (SA-6)
Washington, DC 20522-0602
Director: Durie White
Voice: (703) 875-6824 Fax: (703) 875-6825
Internet eMail: durie.white@dos.us-state.gov
State's web site: <http://www.statebuy.Inter.net/home.htm>

TRANSPORTATION DEPARTMENT

400 7TH Street, SW, Rm. 9414
Washington, DC 20590
Director: Luz A. Hopewell
Voice: (202) 366-1930 Fax: (202) 366-7228
Internet eMail: Luz_Hopewell_at_ostnov2@Postmast2.DOT.GOV
DOT's Small Business Web Page

TREASURY DEPARTMENT

1500 Pennsylvania Ave, NW

Rm. 6100 - The Annex
Washington, DC 20220
Director: T.J. Garcia
Voice: (202) 622-0530 Fax: (202) 622-4963
Internet eMail: tlaloc.garcia@treas.sprint.com
Treasury's web site: <http://www.ustreas.gov>

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810 Vermont Ave., NW
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TW Building Washington, DC 20420
Director: Scott Denniston
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VA's web site: <http://www.va.gov>

OTHER PROCUREMENT AGENCIES, BUREAUS AND ORGANIZATIONS

AGENCY FOR INTERNATIONAL DEVELOPMENT

OSDBU/MRC Room 7.8E, Ronald Reagan Building
1300 Pennsylvania Avenue N.W.
Washington, D.C. 20523-7800
Director: Ivan R. Ashley
Voice: (202) 712-1500 Fax: (202) 216-3056
Internet eMail: iashley@usaid.gov
USAID's web site: <http://www.info.usaid.gov>

CONSUMER PRODUCT SAFETY COMMISSION

4330 East-West HWY Rm. 706
Bethesda, MD 20814-4408
Attn: David Schmelter, Director Office of Compliance
Voice: (301) 504-0621
Internet eMail: - Coming Soon
CPSC's Small Business Web Page - Coming Soon

CORPORATION OF NATIONAL SERVICE

1201 New York Ave, NW
Washington, DC 20525
Director: Thomas Flemming
Voice: (202) 606-5000 Ext. 338 Fax: (202) 565-2780
Internet eMail: - Coming Soon
CNS's web site: <http://www.cns.gov/>

CORPS OF ENGINEERS

Pulaski Building, Rm. 4117
20 Massachusetts Ave, NW
Washington, DC 20314
Director: Diane S. Sisson
Voice: (202) 761-0725 Fax: (202) 761-4609
Internet eMail: - Coming Soon
CORP's Small Business Web Page - Coming Soon

DEFENSE NUCLEAR AGENCY

6801 Telegraph Road
Alexandria, VA 22310-3398
Attn: Ms. Pat Brooks, Small Business Specialist
Voice: (703) 325-5021
Internet eMail: - Coming Soon
DNA's Small Business Web Page - Coming Soon

EXECUTIVE OFFICE OF THE PRESIDENT

Office of Administration, New Executive Office
725 17th Street, NW, Building, Rm. 5001
Washington, DC 20503
Director:Thelma Toler
Voice: (202) 395-7669 Fax: (202) 395-3982
Internet eMail: TOLER_T@A1.EOP.GOV
EOP's Small Business Web Page - Coming Soon

EXPORT-IMPORT BANK

811 Vermont Ave, NW, Rm. 1017
Washington, DC 20571
Director:Barbara Hardin
Voice: (202) 565-3335 Fax: (202) 565-3319
Internet eMail: barbara.hardin@exim.gov
EX-IM's web site: <http://www.exim.gov/msbprogs.html>

FARM CREDIT ADMINISTRATION

1501 Farm Credit Drive, Rm. 1215
McLean, VA 22102-5090
Director: James Judge
Voice: (703) 883-4145 Fax: (703) 734-5784
Internet eMail: - Coming Soon
FCA's Small Business Web Page - Coming Soon

FEDERAL COMMUNICATIONS COMMISSION

1919M Street, NW, Rm. 734-C
Washington, DC 20554
Director:John Winston
Voice: (202) 418-1100 Fax: (202) 418-2810
Internet eMail: - Coming Soon
FCC's Small Business Web Page - Coming Soon

FEDERAL EMERGENCY MANAGEMENT AGENCY

Federal Center Plaza
500 C Street, SW, Rm. 350
Washington, DC 20472
Director:Christine Makris
Voice: (202) 646-3743 Fax: (202) 646-3695
Internet eMail: - Coming Soon
FEMA's web site: <http://www.fema.org/>

FEDERAL MARITIME COMMISSION

800 North Capitol Street, Rm. 980
Washington, DC 20573
Director:Michael Kilby, Admin.
Voice: (202) 523-5900 Fax: (202) 523-3782
Internet eMail: - Coming Soon
FMC's Small Business Web Page - Coming Soon

FEDERAL MEDIATION & CONCILIATION SERV.

2100 K Street, NW, 8th Floor
Washington, DC 20427
Dan Funkhouser, Director,Administrative Services
Voice: (202) 606-8150
Internet eMail: - Coming Soon
FMCS's Small Business Web Page - Coming Soon

FEDERAL TRADE COMMISSION

6TH & Pennsylvania Ave, NW, Rm. H-700
Washington, DC 20580
Director: Jay Justice
Voice: (202) 326-2260 or 2258 Fax: (202) 326-3529
Internet eMail: - Coming Soon
FTC's Small Business Web Page - Coming Soon

FEDERAL TRANSIT ADMINISTRATION

400 7TH Street, SW, Rm. 7412
Washington, DC 20590
Akira Sano, Director of Grants
Small Business Contact: Geraldine Head
Voice: (202) 366-2285 Fax: (202) 326-3529
Internet eMail: - Coming Soon
FTA's Small Business Web Page - Coming Soon

GENERAL ACCOUNTING OFFICE

441 G Street, NW, Rm. 6854
Washington, DC 20001
Rosalind Hart, Chief, Acquisitions Branch
Voice: (202) 512-7751 Fax: [202] 512-2879
Internet eMail: - Coming Soon
GAO's web site: <http://www.gao.gov/>

GOVERNMENT PRINTING OFFICE

North Capitol & H Sts., NW, Rm. C-897
Washington, DC 20401
Director: Alice S. Jennings
Voice: (202) 512-1365 Fax: (202) 512-1463
Internet eMail: - Coming Soon
GPO's web site: <http://www.gpo.gov/>

INTERNATIONAL TRADE COMMISSION

500E Street, SW, Rm. 214
Washington, DC 20436
Lois Waterhouse, Procurement Division
Voice: (202) 205-2730 Fax: (202) 205-2150
Internet eMail: - Coming Soon
ITC's Small Business Web Page - Coming Soon

LIBRARY OF CONGRESS

1701 Brightseat Road
Landover, MD 20785
Scott Fulmer, Director of Contracts
Voice: (202) 707-8612 Fax: (202) 707-8611
Internet eMail: - Coming Soon
LOC's web site: <http://www.loc.gov/>

MARINE CORPS

3033 Wilson Blvd.
Clarendon Square Bldg.
Arlington, VA 22202
Shelia B. D'Agostino, Small Business Specialist
Voice: (703) 696-1022
Internet eMail: - Coming Soon
CORP's Small Business Web Page - Coming Soon

NATIONAL ACADEMY OF SCIENCES

Office of Contracts and Grants

2101 Connecticut Ave, NW, Rm. 406
Washington, DC 20418
Director: Mary Pat Nowack
Voice: (202) 334-2254 Fax: (202) 334-2797
Internet eMail: - Coming Soon
NAS's Small Business Web Page - Coming Soon

NATIONAL ARCHIVES & RECORDS ADMIN.

8TH Street & Pennsylvania Ave, NW, Rm. 403
Washington, DC 20408
David Kepley, Small Business Advocate
Voice: (202) 501-5110
Internet eMail: - Coming Soon
NARA's Small Business Web Page - Coming Soon

NATIONAL ENDOWMENT FOR THE HUMANITIES

1100 Pennsylvania Ave, NW, Rm. 201
Washington, DC 20506
Barry Maynes, Administrative Services
Voice: (202) 606-8233 Fax: (202) 606-8243
Internet eMail: - Coming Soon
NEH's Small Business Web Page - Coming Soon

NATIONAL LABOR RELATIONS BOARD

1099 14TH Street, NW, Suite 7108
Washington, DC 20570
Director: Gloria Joseph
Voice: (202) 273-3890 Fax: (202) 273-2928
Internet eMail: - Coming Soon
NLRB's web site: <http://www.nlr.gov/>

NATIONAL SCIENCE FOUNDATION

4201 Wilson Boulevard
Arlington, VA 22230
Director: Donald Senich
Voice: (703) 306-1330 Fax: (703) 306-0337
Internet eMail: - Coming Soon
NSF's web site: <http://www.nsf.gov/>

NUCLEAR REGULATORY COMMISSION

Mail Stop T2F-18
Washington, DC 20555-0001
Contact: Von De Loatch
Voice: (301) 415-7380/7381 Fax: (301) 415-5953
Internet eMail: vxd@nrc.gov
NRC's web site: <http://www.nrc.gov>

OFFICE OF PERSONNEL MANAGEMENT

1900 E Street, NW, Rm. 3B-427
Washington, DC 20415
Director: Fred Chatterton
Voice: (202) 606-2180 Fax: (202) 606-1464
Internet eMail: afchatte@opm.gov
OPM's web site: <http://www.opm.gov/>

BUREAU OF INDIAN AFFAIRS

Contracting & Grants Division
1849 C Street, NW
Washington, DC 20240

Voice: (202) 208-2825 Fax: (202) 219-4071
Internet eMail: - Coming Soon
BIA's web site: <http://www.bia.gov/>

FEDERAL PRISON INDUSTRIES

UNICOR-Procurement
320 First Street, NW, Acacia Bldg.
Washington, DC 20534
Director: Wendell E. Chandler
Voice: (202) 508-8500 Fax: (202) 508-8498
Internet eMail: - Coming Soon
FPI's Small Business Web Page - Coming Soon

INDIAN HEALTH SERVICE

Contracts/Grants Division
Twinbrook Metro Plaza, Suite 450A
12300 Twinbrook Parkway
Rockville, MD 20852
Director: Myrna Mooney
Voice: (301) 443-1480 Fax: (301) 443-1329
Internet eMail: - Coming Soon
IHS's Small Business Web Page - Coming Soon

OVERSEAS PRIVATE INVESTMENT CORP.

1100 New York Ave, NW
Washington, DC 20527
Richard K. Childress, V.P. Management
Voice: (202) 336-8520 Fax: (202) 408-9859
Internet eMail: - Coming Soon
OPIC's web site: <http://www.opic.gov/>

PEACE CORPS

1900 K Street, NW, Rm. 6368
Washington, DC 20568
Paul Allman, Director of Contracts
Voice: (202) 606-3009 Fax: (202) 408-9859
Internet eMail: - Coming Soon
CORP's web site: <http://www.peacecorps.gov/>

PENNSYLVANIA AVENUE DEVELOPMENT CORP.

1331 Pennsylvania Ave, NW
Suite 1220-North
Washington, DC 20004-1703
Susan Zuzy
Voice: (202) 724-9091 Fax: (202) 724-0246
Internet eMail: - Coming Soon
PADC's Small Business Web Page - Coming Soon

POSTAL SERVICE

475 L'Enfant Plaza West, SW, Rm. 3821
Washington, DC 20260-5616
Director: Richard J. Hernandez
Voice: (202) 268-6578 Fax: (202) 268-6573
Internet eMail: rhernan@email.usps.gov
PS's web site: <http://www.usps.gov/business>

RAILROAD RETIREMENT BOARD

1310 G Street, NW, Suite 500
Washington, DC 20005

Director: Marian Powers Gibson
Voice: (202) 272-7742 Fax: (202) 272-7728
Internet eMail: - Coming Soon
RRB's web site: <http://www.rrb.gov/>

RESOLUTION TRUST CORPORATION

801 17TH Street, NW
Washington, DC 20434-0001
Johnnie Booker, Vice President
Minority & Women Outreach Programs
Voice: (202) 416-6925 Fax: (202) 416-2466
Internet eMail: - Coming Soon
RTC's Small Business Web Page - Coming Soon

SECURITIES AND EXCHANGE COMMISSION

5TH Street, NW, Rm. 7201
Washington, DC 20549
Richard Wulff, Chief, Office of Small Business Policy
Voice: (202) 942-8945 Fax: (202) 942-9365
Internet eMail: - Coming Soon
SEC's Small Business Web Page - Coming Soon

SMALL BUSINESS ADMINISTRATION

409 3rd St., SW, 5th Floor
Washington, DC 20416
Lucille Brooks, Deputy Director
Small Purchase and Contracts
Voice: (202) 205-6822 Fax: (202) 205-6821
Internet eMail: - Coming Soon
SBA's web site: <http://www.sba.gov/>

SMITHSONIAN INSTITUTION

905 L'Enfant Plaza, SW
Washington, DC 20560
Director: Ms. Era Marshall
Manager: Mauricio Vera
Voice: (202) 287-3508 Fax: (202) 287-3492
Internet eMail: oeema.verama@ic.si.edu
SI's Small Business Web Page - Coming Soon

TENNESSEE VALLEY AUTHORITY

20 E 11th Street
Chattanooga, TN 37402-2801
Director: Clarence Williams
Voice: (615) 751-6269 Fax: (615) 751-6890
Internet eMail: - Coming Soon
TVA's web site: <http://www.tva.gov/>

U.S. INFORMATION AGENCY

400 6TH Street, SW, Rm. 1725
Washington, DC 20547
Director: Georgia Huber
Voice: (202) 205-9662 Fax: (202) 401-2410
Internet eMail: - Coming Soon
USIA's web site: <http://www.usia.gov/>

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (METRO)

600 Fifth Street, NW
Washington, DC 20001

Claude Swanson, Director, OCR
Tyrone Press, MBE Programs
Voice: (202) 962-1082 Fax: (202) 962-2471
Internet eMail: - Coming Soon
WMATA's Small Business Web Page - Coming Soon

LIAISON OFFICES

COMMITTEE FOR PURCHASE FROM THE BLIND AND OTHER SEVERELY HANDICAPPED

Crystal Square 3, Rm. 403
1735 Jefferson Davis Highway
Arlington, VA 22202-3509
Beverly L. Milkman, Exec. Director
Voice: (703) 603-7740 Fax: (703) 412-7113
Internet eMail: - Coming Soon
CPBSH's Small Business Web Page - Coming Soon

FEDERAL PROCUREMENT DATA CENTER

7TH & D Street, Rm. 5752
Washington, DC 20407
Ruben Brown, Director
Voice: (202) 401-1529 Fax: (202) 225-3587
Internet eMail: - Coming Soon
FPDC's Small Business Web Page - Coming Soon

HOUSE SMALL BUSINESS COMMITTEE

Rayburn Bldg., Rm. 2361
Washington, DC 20515-6315
Committee
Voice: (202) 225-5821
Internet eMail: smbiz@mail.house.gov(Committee)
HSBC's Small Business Web Page

INTERNATIONAL FRANCHISE ASSOCIATION

1350 New York Ave., NW, Suite 900
Washington, DC 20037
Terrain Barnes-Bryan, Public Affairs
Minority/Women Diversity Services
Voice: (202) 628-8000 Fax: (202) 628-0812
Internet eMail: - Coming Soon
IFA's Small Business Web Page - Coming Soon

MINORITY BUSINESS DEVELOPMENT AGENCY

U.S. Department of Commerce
14th & Constitution Ave, NW, Rm.H5055
Washington, DC 20230
Director: Joan Parrott-Fonseca
Voice: (202) 482-5061 Fax: (202) 501-4698
ABELS: (202) 482-2025
Internet eMail: jfonseca@doc.gov
MBDA's Small Business Web Page

NATIONAL MINORITY SUPPLIER DEVELOPMENT COUNCIL

15 West 39th Street, 9th Floor
New York, NY 10018
Steven Syms, V.P.
Voice: (212) 944-2430 Fax: (212) 719-9611
Internet eMail: - Coming Soon
NMSDC's Small Business Web Page - Coming Soon

OFFICE OF FEDERAL PROCUREMENT POLICY

725 17TH Street, NW, Rm. 9001-NEOB

Washington, DC 20503

Linda Meseros, Deputy Associate Administrator for Policy

Voice: (202) 395-4821 Fax: (202) 395-5105

Internet eMail: meseros-l@a1.eop.gov

OFPP's Small Business Web Page

SENATE SMALL BUSINESS COMMITTEE

Russell Office Bldg., Room 428A

Washington, DC 20510

Lewis Taylor, Counsel

Voice: (202) 224-5175 Fax: (202) 224-4885

Internet eMail: daniel.garcia@exim.gov

SSBC's Small Business Web Page

U.S. CHAMBER OF COMMERCE

1615 H Street, NW

Washington, DC 20062

David Voight, Director Small Business Center

Voice: (202) 463-5503 Fax: (202) 887-3445

Internet eMail: - Coming Soon

COC's Small Business Web Page - Coming Soon



U.S. Agency for International Development

ANNEX D

PROCUREMENT INFORMATION BULLETIN (PIB)

USAID PROCUREMENT INFORMATION BULLETIN

PIB NO:98.24

DATE: 7/24/98

M/L: U, W

Office of Procurement
Commodity Division

Washington, D.C. 20523
202-712-5060

ITEM ONE - OXYGEN CONCENTRATORS.....MOROCCO

ITEM ONE

Country: Morocco
Project Name: Family Planning/Maternal Child Health Project, Phase V
Authority: USAID Contract No. 608-C-94-00-00006
Source/Origin: AID Geographic Code 000 (U.S. only)
Buyer: John Snow, Inc.
1616 N. Fort Myer Dr, 11th floor
Arlington, VA 22209-3100
Reference: IFB No. 608223MOR-06
Closing Date: September 8, 1998
Commodities: Oxygen Concentrators

One copy of the IFB may be obtained with a written request addressed to:

John Snow, Inc.
1616 N. Fort Myer Dr. 11th floor
Arlington, VA 22209-3100
Attn: Hamady Tall
Fax: (703 528-7480)

Please note that a bid bond will be required to accompany your offer. No phone calls will be accepted in reference to this IFB.



U.S. Agency for International Development

MAILING LIST APPLICATION

In compliance with Section 602 of the Foreign Assistance Act as amended, and for the benefit of the U.S. business community, the Agency for International Development (USAID) publishes notices of intended USAID-financed procurement of commodities (equipment materials, etc.) and commodity-related services. To receive these notices, complete and return the last page of this Mailing List Application.

Please note that the following complete mailing groups include some individual items which are not normally eligible for financing by USAID. For a copy of the specific USAID Commodity Eligibility Listing which lists all items eligible for USAID financing by their U.S. Department of Commerce Schedule B Numbers, address requests to the Agency for International Development, Transportation and Commodity Division, Washington, D.C. 20523-1415.

Please select the Commodity Group letter(s) below to receive the PIB of your choice:

COMMODITY GROUP	U.S. DEPARTMENT OF COMMERCE SCHEDULE B NUMBERS
A	Live Animals; Animal Products; Meat and Edible Meat Offal; Fish and Crustaceous Mollusks and Other Aquatic Invertebrates; Dairy Produce; Birds' Eggs; Natural Honey; Edible Products of Animal Origin, N.E.S.O.I.; Products of Animals Origin N.E.S.O.I. Schedule B Numbers 0101.11.0000 - 0511.99.5000
B	Live Trees and Other Plants; Bulbs, Roots and the Like; Cut Flowers and Ornamental Foliage Schedule B Numbers 0601.10.0000 - 0604.99.0000
C	Edible Vegetables and Certain Roots and Tubers; Edible Fruits and Nuts; Peel of Citrus Fruit or Melons; Coffee, Tea, Mate and Spices, Cereals; Products of the Milling Industry; Malt; Starches, insulin; Wheat Glutin; Oil Seeds and Oleaginous Fruits; Miscellaneous Grains, Seeds and Fruit; Industrial or Medicinal Plants; Straw and Fodder. Schedule B Numbers 0701.10.0000 - 1214.90.0040
D	LAC, Gums, Resins and Other Vegetables Saps and Extracts; Vegetables Plaiting Materials; Vegetable Products N.E.S.O.I.; Animal or Vegetable Fats and Oils and their Clearance Products; Prepare Edible Fats; Animal or Vegetable Waxes; Preparations of Meat, of Fish or of Crustaceous Invertebrates; Sugars and Sugar Confectionery; Cocoa and Cocoa Preparations; Preparations of Cereals, Flour Starch or Milk; Preparations of Vegetables, Fruits, Nuts or Other Parts of Plants; Miscellaneous Edible Preparations. Schedule B Numbers 1301.10.000 - 2106.90.7000
E	Beverage Spirits and Vinegar Schedule B Numbers 2201.10.0000 - 2209.00.0000
F	Residues and Waste from Food Industries; Prepared Animal Feed (Fodder); Tobacco and Manufactured Tobacco Substitute; Salt; Sulfur; Earths and Stone; Plastering Materials; Lime and Cement; Ores, Slag and Ash; Mineral Fuels, Mineral Oils and Products of their Distillation; Bituminous Substances; Mineral Waxes. Schedule B Numbers 2301.10.0000 - 2617.00.0000
G	Inorganic Chemicals; Organic and Inorganic Compounds of Precious Metals of Rare-Earth Metals of Radioactive Elements or of Isotopes; Organic Chemicals; Pharmaceutical Products; Fertilizers. Schedule B Numbers 2810.10.000 - 3105.90.0000

H	Tannins or Dying Extracts; Tannins and their Derivatives; Dyes, Pigments and Other Coloring Matter; Paints and Varnishes, Putty and Other Mastics; Inks; Essential Oils and Resinoids; Perfumery, Cosmetic or Toilet Preparations; Soap, Organic Surface-Active Agents, Washing Preparations, Lubricating Preparations, Artificial Waxes, Prepared Waxes, Polishing or Scouring Preparations, Candles and Similar Articles of Modeling Pastes, Dental Preparations with a Basis of Plaster. Schedule B Numbers 3201.10.0000 - 3407.00.0000
I	Albuminoidal Substance; Modified Starches; Glues; Enzymes; Explosives; Pyrotechnic Products; Matches; Pyrophoric Alloys; Certain Combustible Preparations; Photographics or Cinematographic Goods; Miscellaneous Chemical Products. Schedule B Numbers 3501.10.0010 - 33823.90.60000
J	Plastics and Articles Thereof; Rubber and Articles Thereof; Raw Hides and Skins (Other than Fur Skins) and Leather; Articles of Leather; Saddlery and Harness; Articles of Animal Gut; Furskins and Artificial Fur; Manufacturers Thereof. Schedule B Numbers 3901.10.0010 - 4304.00.0000
K	Wood and Articles of Wood; Cork and Articles of Cork; Manufacturers of Straw of Esparto or other Plaiting Materials; Basketware and Wickerwork; Woodpulp and other Pulps; Paper and Paperboard; Articles of Paper Pulp, of Paper or of Paperboard; Printed Books, Newspaper, and other Products of the Printing Industry; Manuscripts, Typescripts and Plans. Schedule B Numbers 4401.10.0000 - 4911.99.0000
L	Silk; Wool, Fine or Coarse Animal Hair; Horsehair Yarn and Woven Fabric, Cotton, Other Vegetable textile Fibers; Paper Yarn and Woven Fabrics of Paper Yarn. Schedule B Numbers 5001.00.0000 - 5311.00.0000
M	Manmade Filaments, Manmade Staple Fibers, Wadding, Felt and Nonwovens; Special Yarns; Twine, Cordage, Rope and Cables and Articles Thereof; Carpets and Other Textile Floor Coverings; Special Woven Fabrics, Tufted Textile Fabrics; Lace; Tapestries; Trimmings; Embroidery; Impregnated Coated, Covered or Laminated Textile Fabrics; Textile Articles of a Kind Suitable for Industrial Use; Knitted or Crocheted; Articles of Apparel or Clothing Not Knitted or Crocheted; Other Made-Up Textile Articles. Schedule B Numbers 5401.10.0000 - 6310.90.0000
N	Footwear; Gaitors and the Like; Parts of Such Articles; Headgear and Parts Thereof; Umbrellas, Sun Umbrellas, Walking Sticks; Seat- Sticks, Whips, Riding-Crops and Parts Thereof; Prepared Feathers and Down and Articles Made of Feathers or of Down; Artificial Flowers; Articles of Human Hair. Schedule B Numbers 6401.10.0000 - 6704.90.0000
O	Articles of Stone, Plaster, Cement, Asbestos, Mica or Similar Materials; Glass and Glassware; Ceramic Products; Natural or Cultured Pearls, Precious or Semi-Precious Stones, Precious Metals, Metals Clad with Precious Metal, and Articles Thereof; Imitation Jewelry; Coins. Schedule B Numbers 6801.00.0000 - 7118.90.0050
P	Iron and Steel, Articles of Iron or Steel; Cooper and Articles thereof; Nickel and Articles Thereof; Aluminum and Articles Thereof; Zinc and Articles Thereof; Tin and Articles Thereof. Schedule B Numbers 7201.10.0000 - 8007.00.0000
Q	Other Base Metals, Cements, Articles Thereof; Tools and Implements of Base Metals; Parts Thereof of Base Metals; Miscellaneous Articles of Base Metals. Schedule B Numbers 8101.10.0000 - 8311.90.0000
R	Nuclear Reactors, Broilers, Machinery and Mechanical Appliances; Parts Thereof; Electrical Machinery and Equipment and Parts Thereof; Sound Recorders and Reproducers, Television Image and sound Recorders and Reproducers, and Parts and Accessories of Sound Articles. Schedule B Numbers 8401.10.0000 - 8548.00.0000
S	Railway or Tramway Locomotives, Rolling Stock and Parts Thereof; Railway or Tramway Track Fixtures and Fittings and Parts Thereof; Mechanical Traffic Signaling Equipment of All Kinds. Schedule B Numbers 8601.10.0000 - 8609.00.0000

T	Vehicles Other Than Railway or Tramway Rolling Stock, and Parts and Accessories Thereof; Aircraft Spacecraft and Parts Thereof; Ships, Boats and Floating Structures. Schedule B Numbers 8701.10.0000 - 8908.00.0000
U	Optical, Photographic, Cinematographic, Measuring, Checking Precision, Medical or Surgical Instruments and Apparatus; Parts and Accessories Thereof; Clocks and Watches and Parts Thereof; Musical Instruments; Parts and Accessories of Such Articles; Arms and Ammunition; Parts and Accessories Thereof; Furniture; Bedding; Mattresses, Cushions, Lamps and Lighting Fittings. Schedule B Numbers 9001.10.0000 - 9406.00.8040
V	Toys, Games and Sports Equipment; Parts and Accessories Thereof; Miscellaneous Manufactured Articles; Works of Art Collectors' Pieces and Antiques; Special Classifications. Schedule B Numbers 9501.00.500 - 9803.20.0000
W	All Procurement Notices for all Commodity Groups. Only subscribers desiring information on all commodities (every publication issued) should circle W. Because of budget constraints, USAID discourages subscribers from requesting published notices for all commodity groups.

Please type address information completely, including the zip plus four code. Our address plates are limited to 40 spaces on each of the four lines. Your cooperation in abbreviating where necessary, in order to fit within these limitations, will be appreciated.

Name of Company:		
Attention (if desired):		
Street Address or Post Office Box:		
City:	State:	Zip + 4:
Area Code and Telephone Number:		
